

Confidentiality

All assignments undertaken by LC Virtual Assistant are considered strictly confidential and therefore we confirm that no details will be revealed to any third party, unless this is deemed to be necessary by law.

Our confidentiality and discretion is fully guaranteed however we are happy to sign a Confidentiality Agreement and/or Privacy Policy document as supplied by yourself. We can also produce a new agreement as dictated by yourself if required.

Please note all original documents, disks, and CDs submitted to us will be returned to the client once the assignment is complete and payment is received.

We are fully compliant with GDPR regulations.

Liability

Final proof-reading of all completed work is the responsibility of the client. In the unlikely event that errors are found they will be rectified free of charge, providing we have been notified within 48 hours of receipt of the completed work, or within seven (7) days for work of more than 2,000 words.

LC Virtual Assistant cannot be held liable for errors or omissions that appear in the client's final product in which the work is included.

It is the client's responsibility to gain the appropriate copyright permission from any third parties for any material supplied to us. LC virtual assistant will not be responsible for any plagiarised material supplied by the client and we reserve the right to return the work should we become aware of such an instance.

Whilst we endeavour to provide the highest level of service, we do not accept any liability or financial/business responsibility for any work produced by LC Virtual Assistant on behalf of the client. We aim to provide professional business support, but we do not accept responsibility for the success or failure of clients' businesses.

We reserve the right to reject any work which we believe to be unlawful or immoral.

We are fully insured with Professional indemnity and public liability cover.