

PRIVACY POLICY

Plus Back Office

1. who we are

Plus Back Office is operated by **On Call For You Ltd**, a company registered in the United Kingdom.

We provide office-based back-office teams in the Philippines, fully managed from recruitment through to operations.

For any privacy-related queries, contact:
privacy@plusbackoffice.com

2. what information we collect

We only collect information you choose to provide.

This may include:

- Name
- Email address
- Company name
- Services required
- Team size or hiring needs
- Any additional details submitted through the contact form or email

We do not collect sensitive personal data.

3. how we use your information

Your information is used to:

- Respond to enquiries
- Understand your requirements
- Provide information about our services
- Communicate with you regarding potential engagement

We do not sell, rent, or share your data for marketing purposes.

4. website tracking and cookies

We may use tools such as Google Tag Manager to support basic website functionality and future analytics.

We do not currently use invasive tracking or behavioural profiling.

If tracking is introduced in the future, this policy will be updated accordingly.

5. how your data is stored

We store only essential contact information.

- Data is stored securely
- Access is limited
- We do not store client operational data

Our role is to provide staff — any operational data is handled within client systems.

6. international data transfers

As part of our services:

- Data may be accessed by our team in the Philippines
- This is necessary to deliver our services

We ensure appropriate safeguards are in place to protect your data.

7. data retention

We retain personal data only as long as necessary to:

- Respond to your enquiry
- Maintain business communication
- Comply with legal obligations

8. your rights

You have the right to:

- Request access to your data
- Request correction or deletion
- Withdraw consent at any time

To do so, contact:

privacy@plusbackoffice.com

9. data security

We take security seriously.

Our model is built around:

- Office-based teams (no home setups)
- Company-managed devices

- Controlled system access
- Supervised working environment

10. updates to this policy

We may update this policy from time to time.

The latest version will always be available on our website.