

# *Your Household PA*

Your Household PA's mission is to provide high quality, confidential administrative support services on site or virtually (remotely on-line) if required to assist my clients achieve a happy, lifestyle balance, saving time to become happier in their personal lives.

## **Terms & Conditions**

### **1. Quotations & Agreements**

Consultations and quotations are provided free of charge.

A signed Service Agreement is required indicating that the client accepts the Terms and Conditions and Privacy Policy outlined before the commencement of works.

Your Household PA reserves the right to amend the quotation if additional work is required or supplier prices change. The additional Services will be agreed in subsequent email correspondence between the parties.

Any terms of the agreement may be amended or waived only with the written consent of both parties.

Contracts can be terminated by either party with 30 days written notice. Your Household PA shall be paid for any portion of the Services that have been performed prior to the termination in accordance with the Terms and Conditions of Business.

### **2. Engagement**

Final proof reading is the responsibility of the client and any errors should be notified within 3 working days of receipt for correction free of charge.

After 3 working days work is deemed as being accepted and any further omissions after this time will be corrected and charged to the client.

Your Household PA will accept no liability or loss arising from the performance of the Service carried out under the Agreement.

### **3. Charges & Payments**

Monthly hours on account must be paid for in advance and any unused hours may be carried over the following month with prior agreement.

All charges will be reported to the client on a monthly basis.

Your Household PA serves the right to request full or partial payments for 'pay as you go' clients before the commencement of work.

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## **4. Confidentiality & UK GDPR Compliance**

Both Parties ensure that they are in full compliance with their respective obligations under the retained EU law version General Data Protection Regulation, (GDPR) (EU) 2016/679 (the "UK GDPR") and the Data Protection Act 2018. Each Party will, if applicable, notify the other party in a timely manner in the event of a data breach that involves the other party's data.

Your Household PA is registered to the Information Commissioner's Office ref: ZA761673

All work will be kept on file for 6 months and unless specifically instructed work will be deleted after this time.

## **5. Independent Contractor Relationship**

Your Household PA's relationship to the client shall be that of an independent contractor. Your Household PA shall be free to work with others so long as such work does not present a conflict of interest with regards to the agreement or result in the disclosure of confidential information.

Updated January 2026

