



Virta247 Ltd Privacy Policy

Last Updated: July 2026

Who We Are

Virta247 Ltd provides business process automation, workflow optimisation, Microsoft 365 consultancy and related support services. Registered address: 124-128 City Road, London, EC1V 2NX. Contact: enquiries@virta247.co.uk.

Information We Collect

We may collect names, email addresses, telephone numbers, postal addresses, company information, enquiry details, uploaded documents, technical information, IP addresses and information required to deliver our services.

How We Collect Information

Information may be collected through website contact forms, email correspondence, service enquiries, project onboarding, support requests, cookies, analytics technologies and interactions with our services.

Website and Contact Forms

The Virta247 website is hosted using Wix. Information submitted through website forms is sent to Virta247 email accounts and may be stored within Microsoft 365 services including SharePoint Lists, SharePoint sites, Microsoft Excel and related business systems.

How We Use Information

We use personal information to respond to enquiries, provide services, manage projects, provide support, improve services, comply with legal obligations and communicate with clients.

Marketing Communications

Virta247 may send marketing communications where consent has been provided or where permitted by applicable law. Individuals may opt out of marketing communications at any time.

Microsoft 365 Services

Virta247 uses Microsoft 365 services including Outlook, SharePoint, OneDrive, Teams and related services for business operations and service delivery.

Client System Data

Where required to provide contracted services, Virta247 may access or process information contained within client systems solely for the purpose of delivering agreed services and in accordance with applicable agreements and any Data Processing Agreement in place.

Cookies and Analytics

Virta247 uses a cookie consent mechanism. The website may utilise essential, functional, analytics and marketing cookies. Analytics and marketing technologies may include Google Analytics, Google Tag Manager, Microsoft Clarity, LinkedIn Insight Tag, Meta Pixel, Hotjar and similar services where implemented.

Lawful Basis

Processing is carried out on the basis of contract performance, legitimate interests, consent and legal obligations as appropriate.

Data Sharing

Information may be shared with professional advisers, software providers, cloud providers, subcontractors and service providers where necessary to provide services or comply with legal obligations.

International Transfers

Personal information may be processed within the United Kingdom, EEA and other jurisdictions where appropriate safeguards and lawful transfer mechanisms are in place.

Retention

Enquiry information is generally retained for up to 2 years. Client records and financial records are generally retained for up to 7 years. Technical logs may be retained for approximately 12 months unless longer retention is required for legal or security reasons.

Your Rights

Individuals may request access, correction, deletion, restriction, objection, portability or withdrawal of consent where applicable under UK GDPR.

Children

Virta247 services are not directed at children and Virta247 does not knowingly collect personal information from children.

Security

Virta247 implements reasonable technical and organisational measures to protect information within systems directly controlled by Virta247.

Complaints

Individuals may contact Virta247 regarding privacy concerns and may also complain to the Information Commissioner's Office (ICO).

Contact

Virta247 Ltd, 124-128 City Road, London, EC1V 2NX, United Kingdom. Email: enquiries@virta247.co.uk Website: www.virta247.co.uk