



Password & Data Security

Keeping Your Business Information Safe



At Chloe's Admin Studio, I understand that trust is essential when working with your business. You can be confident that your information, accounts and documents will always be handled professionally, securely and with complete confidentiality.



Secure Account Access

To provide my services, I may require access to certain business systems and accounts such as:

- ♥ Email accounts
- ♥ Microsoft 365
- ♥ Calendars
- ♥ Google Workspace
- ♥ Social media platforms
- ♥ Booking software
- ♥ Canva
- ♥ Other tools as needed

Where possible, I recommend that clients grant me user access or team access rather than sharing passwords directly.

If passwords do need to be shared, I encourage using a secure password manager.



Your Privacy

Everything you share with me is treated as strictly confidential.

- ♥ Never share your information with anyone else.
- ♥ Only access the systems required to complete the agreed work.
- ♥ Log out of your accounts when my work is complete.
- ♥ Keep your documents and information secure.
- ♥ Respect your business privacy at all times.



Security Measures

To protect your business, I use secure working practices including:

- ♥ Strong password protection
- ♥ Two-factor authentication (2FA)
- ♥ Secure devices
- ♥ Regular software updates
- ♥ Secure cloud storage where applicable



My Commitment

When you choose Chloe's Admin Studio, you're trusting me with an important part of your business.

I promise to treat your business with the same level of care, professionalism and attention to detail as if it were my own.



Your trust means everything to me.



Questions?

If you ever have any concerns about how your information is stored or accessed, please don't hesitate to ask. I'm always happy to explain my processes and ensure you feel completely comfortable.



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Organised. Reliable. Supportive.



Your time. My priority.