

HUNTER ADMIN

Simplify the Work. Protect the Mind.

Privacy Policy

hunteradmin.org

Last updated: March 2026 | Reviewed annually

Who we are

This website is operated by Gemma Hunter trading as Hunter Admin ("Hunter Admin", "we", "us", "our"). Hunter Admin is a specialist virtual assistant and online business manager service based in Littlehampton, West Sussex, United Kingdom.

You can contact us at: hunterandcoas@gmail.com

What information we collect and why

Information you give us

When you use our contact form, download a free resource, sign up for our newsletter, purchase a digital product, or book a service, we collect information including your name and email address and, where relevant, your business name. We use this to respond to your enquiry, deliver the product or service you requested, and send you relevant communications if you have opted in.

Information collected automatically

When you visit hunteradmin.org, our website platform (Webador) may collect standard technical data including your IP address, browser type, and pages visited. This is used for website security and to understand how visitors use the site. We do not use this data to identify you personally.

Email marketing

If you sign up for our newsletter or download a free resource, your name and email address are stored in Mailchimp, our email marketing platform. You can unsubscribe at any time using the link in any email we send, or by emailing info@hunteradmin.org. We do not send marketing emails without your consent.

Purchases

If you purchase a digital product through our Payhip store, your purchase details are processed by Payhip and Stripe. We receive your name and email address to fulfill your order. We do not store your payment card details.

The legal basis for processing your data

Processing activity	Legal basis
Responding to an enquiry	Legitimate interests - you contacted us directly
Fulfilling a purchase	Contract - necessary to deliver what you bought
Sending our newsletter	Consent - you opted in
Website analytics	Legitimate interests - understanding how our site is used
Maintaining business records	Legal obligation - HMRC record-keeping requirements

How long we keep your data

We keep your data only for as long as necessary. Enquiry data is retained for 12 months if no engagement follows. Client data is retained for 6 years after the end of an engagement in line with HMRC requirements. Newsletter subscribers' data is held until they unsubscribe, after which it is deleted within 30 days. Purchase records are retained for 7 years for tax purposes.

Who we share your data with

We do not sell or rent your personal data to anyone. We share data only with the following trusted service providers, who process it on our behalf under their own privacy policies:

- Webador - Website Hosting Site
- Payhip - Platform the sell our digital products
- Stripe - Who deals with payments
- GoogleDrive / One Drive - Where we store client information.

Your rights

Under UK GDPR you have the right to: access the personal data we hold about you; request correction of inaccurate data; request deletion of your data (subject to legal retention obligations); object to or restrict our processing; and receive your data in a portable format. To exercise any of these rights, contact us at info@hunteradmin.org. We will respond within 30 days.

If you are unhappy with how we handle your data, you have the right to complain to the Information Commissioner's Office (ICO) at ico.org.uk or 0303 123 1113.

Cookies

Our website uses cookies. Please see our separate Cookie Policy for full details of what cookies we use and how to manage them.

Changes to this policy

We may update this policy from time to time. The date at the top of this page shows when it was last updated. Significant changes will be communicated by email to newsletter subscribers.

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hunteradmin.org | gemma@hunteradmin.org

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