

Introduction

Your Favourite Story is committed to being transparent about how it collects and uses the personal data of its prospects/clients and to meeting its data protection obligations. This policy sets out the company's commitment to data protection and individual rights and obligations in relation to personal data.

This Privacy Statement explains the personal information we collect from you, either directly or indirectly, and how we will use it. Personal information is any information that can be used to identify you or information that we can link to you. The Statement also elaborates on the choices you can make about the data we collect, and how you can control these decisions.

Data protection principles

The company processes personal data in accordance with the following data protection principles:

- The company processes personal data lawfully, fairly and in a transparent manner.
- The company collects personal data only for specified, explicit and legitimate purposes.
- The company processes personal data only where it is adequate, relevant and limited to what is necessary for the purposes of processing.
- The company keeps accurate personal data and takes all reasonable steps to ensure that inaccurate personal data is rectified or deleted without delay.
- The company keeps personal data only for the period necessary for processing.
- The company adopts appropriate measures to make sure that personal data is secure and protected against unauthorised or unlawful processing, and accidental loss, destruction or damage.

What information does the company collect?

The company collects a range of information about you including:

- Your name
- Job role and position
- Email address
- Telephone number

The company collects this information in a variety of ways. For example, LinkedIn, company website, events etc.

The company will also collect data about you from third parties.

We may use data processors to process data for relationship management purposes.

Why does the company process personal data?

The company needs to process data to take steps at your request prior to entering into a contract with you. It also needs to process your data to enter into a contract with you.

The company will keep your personal data on file in case there are future opportunities for which you may be suited to. The company will ask for your consent before it keeps your data for this purpose and you are free to withdraw your consent at any time.

Who has access to data?

Your information will be shared internally for the purposes of providing our services.

The company will not share your data with third parties.

How does the company protect data?

The company takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

For how long does the company keep data?

If you agree to allow the company to keep your personal data on file, the company will hold your data on file for 12 months for consideration for future opportunities. At the end of that period or once you withdraw your consent, your data is deleted or destroyed.

Your rights

As a data subject, you have a number of rights. You can:

- Access and obtain a copy of your data on request
- Require the company to change incorrect or incomplete data
- Require the company to delete or stop processing your data e.g. where the data is no longer necessary for the purposes of processing
- Object to the processing of your data where the company is relying on its legitimate interests as the legal ground for processing
- Ask the company to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the company's legitimate grounds for processing data.

If you would like to exercise any of these rights or have any questions about the use of your personal information, please send us an email to hello@yourfavouritestory.com.