

My Yearbook Privacy Policy

This privacy policy will explain how our organization uses the personal data we collect from you when you use our website.

Topics:

- What data do we collect?
- How do we collect your data?
- How will we use your data?
- How do we store your data?
- Marketing
- What are your data protection rights?
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- How to manage your cookies
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- What data do we collect?

My Yearbook collects the following data:

Personal identification information (Name, email address, phone number, etc.)

How do we collect your data?

You directly provide My Yearbook with most of the data we collect. We collect data and process data when you:

- Register online or place an order for any of our products or services.
- Voluntarily complete a customer survey or provide feedback on any of our message boards or via email.
- Use or view our website via your browser's cookies.
- My Yearbook may also receive your data indirectly from the following sources:
 - Instagram
 - Facebook
 - Linked in
 - Pinterest

How will we use your data?

My Yearbook collects your data so that we can:

- Process your enquiries, orders & manage your account.
- Email you with special offers on other products and services we think you might like.
- Respond to your enquiries about our services

If you agree, My Yearbook will share your data with our partner companies so that they may offer you their

products and services.

When My Yearbook processes your enquiry or work order, it may send your data to, and also use the resulting information from, credit reference agencies to prevent fraudulent purchases.

How do we store your data?

My Yearbook securely stores your data on its Google cloud based mail server & at 8 Villiers Dr, Currumbin Waters QLD 4223

My Yearbook will keep your email address & name for 3 years. Once this time period has expired, we will delete your data from all cloud based, digital & physical storage methods.

Marketing

My Yearbook would like to send you information about products and services of ours that we think you might like.

If you have agreed to receive marketing, you may always opt out at a later date.

You have the right at any time to stop My Yearbook from contacting you for marketing purposes or giving your data to others.

If you no longer wish to be contacted for marketing purposes, please email us:
nfo@fastproofpress.com.au

What are your data protection rights?

My Yearbook would like to make sure you are fully aware of all of your data protection rights. Every user is entitled to the following:

The right to access - You have the right to request My Yearbook for copies of your personal data. We may charge you a small fee for this service.

The right to rectification - You have the right to request that My Yearbook correct any information you believe is inaccurate. You also have the right to request My Yearbook to complete information you believe is incomplete.

The right to erasure - You have the right to request that My Yearbook erase your personal data, under certain conditions.

The right to restrict processing - You have the right to request that My Yearbook restrict the processing of your personal data, under certain conditions.

The right to object to processing - You have the right to object to My Yearbook's processing of your personal data, under certain conditions.

The right to data portability - You have the right to request that My Yearbook transfer the data that we have collected to another organization, or directly to you, under certain conditions.

If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact us at our email: nfo@fastproofpress.com.au

Call us at: 1300 412 910

Or write to us: My Yearbook Unit 21, Jupiter Plaza, 12 Lawrence Drive,
Nerang Qld 4211

What are cookies?

Cookies are text files placed on your computer to collect standard Internet log information and visitor behaviour information. When you visit our websites, we may collect information from you automatically through cookies or similar technology.

For further information, visit allaboutcookies.org.

How do we use cookies?

My Yearbook uses cookies in a range of ways to improve your experience on our website, including:

- Keeping you signed in
- Understanding how you use our website

What types of cookies do we use?

There are a number of different types of cookies, however, our website uses:

- **Functionality** – My Yearbook uses these cookies so that we recognize you on our website and remember your previously selected preferences. These could include what language you prefer and location you are in. A mix of first-party and third-party cookies are used.
- **Advertising** – My Yearbook uses these cookies to collect information about your visit to our website, the content you viewed, the links you followed and information about your browser, device, and your IP address. My Yearbook sometimes shares some limited aspects of this data with third parties for advertising purposes. We may also share online data collected through cookies with our advertising partners. This means that when you visit another website, you may be shown advertising based on your browsing patterns on our website .

How to manage cookies

You can set your browser not to accept cookies, and the above website tells you how to remove cookies from your browser. However, in a few cases, some of our website features may not function as a result.

Privacy policies of other websites

The My Yearbook website may contain links to other websites. Our privacy policy applies only to our website, so if you click on a link to another website, you should read their privacy policy.

Changes to our privacy policy

My Yearbook keeps its privacy policy under regular review and places any updates on this web page. This privacy policy was last updated on 10 July 2020.

How to contact us

If you have any questions about My Yearbook's privacy policy, the data we hold on you, or you would like to exercise one of your data protection rights, please do not hesitate to contact us.

Email us at: nfo@fastproofpress.com.au

Call us at: 1300 412 910

Or write to us: My Yearbook Unit 21, Jupiter Plaza, 12 Lawrence Drive,
Nerang Qld 4211

How to contact the appropriate authority

Should you wish to report a complaint or if you feel that My Yearbook has not addressed your concern in a satisfactory manner, you may contact the Australian Information Commissioner's Office. www.oaic.gov.au