



**narrative**  
MANAGING CURRICULUM MADE EASY

# Privacy and Data Protection Policy

## Contact

You can contact us, by phone, email, or the website contact form

Our postal address and telephone number:

Narrative Projects Ltd

MFC

Godney

Somerset

BA5 1RZ

01458 830434

Our Data Protection Officer is Dr Adam Abdelnoor.

You can contact him at [adam@narrative.org.uk](mailto:adam@narrative.org.uk) or our postal address.

## Your personal or company information

*Narrative Forum Ltd is the controller for the personal information we process, unless otherwise stated.*

*We never share this information with any third party organisation or individual in any form, except as required to do by a legal authority.*

*We will delete your information six months after our last contact or the termination of any subscriptions you have made with us whichever is the later, unless you exercise your rights set out below.*

**The personal information we process is provided to us directly by you for one of the following reasons:**

- You have contacted us in connection with our company or services.
- You are representing your organisation.
- You have a concern about our activities or personnel.
- You are subscribing (or are considering subscribing) to Narrative Forum.

**The safety and security of data processed by us within the Narrative App on behalf of schools and individuals is described in detail in our data protection compliance and assurance agreement**

A copy of this is available on request to verified organisations or individuals.

## Your rights

You are not required to pay any charge for exercising your rights. The rights available to you depend on our reason for processing your information.

Under data protection law, you have the following rights.

- Your right of access

You have the right to ask us for copies of your personal information.

- Your right to rectification

You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

- Your right to erasure

You have the right to ask us to erase your personal information in most circumstances. We will not be able to delete your information which relates to your Narrative subscriptions unless you also terminate the subscription.

- Your right to restriction of processing

You have the right to ask us to restrict the processing of your information in certain circumstances.

## Our response

In law, we have up to one month to respond to you but we will always endeavour to respond in a prompt and timely manner well within this limit.

**Please contact the data protection officer to make any GDPR- data- or policy-related requests.**