

privacy statement

Extended Personal Use Edition 2026

Name	P11_FIFESPACE_PRIVACY_STATEMENT
Document Title	FifeSpace Privacy, Usage and Information Handling Statement
Document Reference	FS-PRIV-007_55
Version	7.2.1
Revision Date	Q2 2026
Classification	Public
Owner	FifeSpace Data Protection Officer
Approved By	FifeSpace Oversight Committee
Review Date	Q4 2027



FIFESPACE PRIVACY, USAGE AND INFORMATION HANDLING STATEMENT

1. INTRODUCTION

THIS PRIVACY, USAGE, CONFIDENTIALITY AND INFORMATION HANDLING STATEMENT DEFINES THE PRINCIPLES, EXPECTATIONS AND CONTROLS GOVERNING THE USE OF FIFESPACE.COM AND ANY ASSOCIATED SERVICES, TOOLS, FILE TRANSFERS, COMMUNICATIONS OR SHARED RESOURCES.

FIFESPACE IS OPERATED AS A PERSONAL, NON COMMERCIAL ENVIRONMENT, INTENDED FOR INTERACTION BETWEEN KNOWN INDIVIDUALS, INCLUDING FRIENDS, FAMILY AND TRUSTED CONTACTS.

IT IS DELIBERATELY MINIMAL IN DESIGN, BUT NOT IN RESPONSIBILITY.

BY ACCESSING OR USING THIS SERVICE, YOU ACKNOWLEDGE AND ACCEPT THE TERMS SET OUT IN THIS DOCUMENT.

2. NATURE AND SCOPE OF THE SERVICE

FIFESPACE IS NOT A PUBLIC PLATFORM, COMMERCIAL OFFERING OR MANAGED SERVICE.

ITS PURPOSE IS LIMITED TO:

- SHARING FILES AND INFORMATION BETWEEN KNOWN INDIVIDUALS
- PROVIDING TEMPORARY OR CONTROLLED ACCESS TO RESOURCES
- SUPPORTING INFORMAL COLLABORATION OR ASSISTANCE

ACCESS IS GRANTED AT DISCRETION AND MAY BE MODIFIED, RESTRICTED OR WITHDRAWN AT ANY TIME WITHOUT NOTICE.

NO GUARANTEE IS MADE REGARDING UPTIME, AVAILABILITY, CONTINUITY OR LONG TERM STORAGE.

3. INFORMATION SECURITY PRINCIPLES (ISO ALIGNED)

FIFESPACE IS OPERATED IN ALIGNMENT WITH RECOGNISED INFORMATION SECURITY PRINCIPLES CONSISTENT WITH ISO 27001, INCLUDING:

- DATA MINIMISATION
- LEAST PRIVILEGE ACCESS
- NEED TO KNOW BASIS
- CONTROLLED RETENTION AND DISPOSAL
- PROTECTION AGAINST UNAUTHORISED ACCESS OR DISCLOSURE
- PROPORTIONATE TECHNICAL AND ORGANISATIONAL CONTROLS

THESE PRINCIPLES ARE APPLIED PRAGMATICALLY, WITH THE INTENT OF MAINTAINING A SENSIBLE BALANCE BETWEEN USABILITY AND SECURITY.

IN SIMPLE TERMS, ONLY WHAT IS NEEDED IS HANDLED, AND IT IS HANDLED WITH CARE.

4. CATEGORIES OF DATA PROCESSED

DEPENDING ON USAGE, THE FOLLOWING DATA MAY BE PROCESSED:

- EMAIL ADDRESSES WHERE VOLUNTARILY PROVIDED
- IP ADDRESSES AND CONNECTION METADATA
- FILES, DOCUMENTS OR CONTENT SHARED OR UPLOADED
- BASIC USAGE AND OPERATIONAL DATA

NO DELIBERATE ATTEMPT IS MADE TO COLLECT EXCESSIVE OR INTRUSIVE DATA.

ANY PERSONAL DATA CONTAINED WITHIN UPLOADED CONTENT REMAINS THE RESPONSIBILITY OF THE INDIVIDUAL PROVIDING IT.

5. PURPOSE OF PROCESSING

DATA IS PROCESSED SOLELY FOR DEFINED PURPOSES:

- DELIVERING REQUESTED ACCESS, FILES OR RESOURCES
- FACILITATING COMMUNICATION RELATED TO SHARED ACTIVITY
- MAINTAINING SYSTEM INTEGRITY AND SECURITY
- SUPPORTING FAULT DIAGNOSIS AND OPERATIONAL MONITORING

THERE IS NO USE OF DATA FOR MARKETING, PROFILING, ANALYTICS DRIVEN BEHAVIOUR TRACKING OR COMMERCIAL EXPLOITATION.

6. LEGAL BASIS FOR PROCESSING (UK GDPR)

WHERE APPLICABLE, PROCESSING IS CONDUCTED UNDER:

- LEGITIMATE INTERESTS IN OPERATING AND SECURING THE SERVICE
- CONSENT WHERE INFORMATION IS VOLUNTARILY PROVIDED
- PERFORMANCE OF A USER INITIATED REQUEST

PROCESSING IS LIMITED TO WHAT IS NECESSARY, PROPORTIONATE AND RELEVANT.

7. DATA RETENTION AND DISPOSAL

DATA IS RETAINED ONLY FOR AS LONG AS REASONABLY REQUIRED TO:

- COMPLETE THE INTENDED INTERACTION
- MAINTAIN MINIMAL OPERATIONAL AND SECURITY RECORDS
- ADDRESS ISSUES, DISPUTES OR TECHNICAL CONCERNS

DATA IS ROUTINELY DELETED, OVERWRITTEN OR OTHERWISE DISPOSED OF IN A CONTROLLED MANNER ONCE NO LONGER REQUIRED.

THERE IS NO INTENTIONAL LONG TERM RETENTION OF PERSONAL DATA WITHOUT PURPOSE.

8. DATA SHARING AND THIRD PARTY PROCESSING

DATA IS NOT SOLD, RENTED, TRADED OR OTHERWISE DISTRIBUTED.

- LIMITED PROCESSING MAY OCCUR VIA:
- HOSTING PROVIDERS
- INFRASTRUCTURE SERVICES
- EMAIL OR NOTIFICATION SYSTEMS

SUCH PROCESSING IS RESTRICTED TO WHAT IS NECESSARY AND PROVIDERS ARE EXPECTED TO OPERATE SECURELY.

9. ACCESS LOGGING AND MONITORING TRANSPARENCY

TO SUPPORT SECURITY, INTEGRITY AND TROUBLESHOOTING, FIFESPACE MAY IMPLEMENT BASIC ACCESS LOGGING AND MONITORING, INCLUDING:

- IP ADDRESS LOGGING
- ACCESS TIMESTAMPS
- REQUEST LEVEL ACTIVITY

LOGGING IS:

- LIMITED IN SCOPE
- USED SOLELY FOR SECURITY AND OPERATIONAL PURPOSES
- NOT USED FOR PROFILING OR BEHAVIOURAL ANALYSIS

WHERE TOOLING EVOLVES, LOGGING PRACTICES MAY BE ADJUSTED IN LINE WITH THESE PRINCIPLES.

10. USER RESPONSIBILITIES

USERS AGREE TO:

- ACT LAWFULLY AND RESPONSIBLY
- AVOID SHARING UNNECESSARY PERSONAL OR SENSITIVE DATA
- ENSURE THEY HAVE THE RIGHT TO SHARE ANY DATA PROVIDED
- RESPECT THE PRIVACY AND INFORMATION OF OTHERS

FIFESPACE RESERVES THE RIGHT TO RESTRICT OR REMOVE CONTENT WHERE NECESSARY.

A DEGREE OF COMMON SENSE IS EXPECTED.

11. MUTUAL CONFIDENTIALITY OBLIGATION

ALL PARTIES INTERACTING THROUGH FIFESPACE AGREE TO TREAT SHARED INFORMATION AS CONFIDENTIAL, UNLESS CLEARLY STATED OTHERWISE.

THIS INCLUDES, BUT IS NOT LIMITED TO:

- PERSONAL DATA
- CONTACT DETAILS
- FILES, COMMUNICATIONS AND SHARED MATERIALS
- ANY INFORMATION THAT WOULD REASONABLY BE CONSIDERED PRIVATE

EACH PARTY AGREES THAT THEY SHALL NOT:

- DISCLOSE SUCH INFORMATION TO ANY THIRD PARTY
- COPY, DISTRIBUTE OR PUBLISH SUCH INFORMATION

- USE SUCH INFORMATION OUTSIDE THE INTENDED CONTEXT

WITHOUT PRIOR PERMISSION FROM THE ORIGINATING PARTY.

THIS OBLIGATION APPLIES EQUALLY TO ALL PARTICIPANTS.

IT IS NOT COMPLEX, IT IS SIMPLY EXPECTED.

12. PROTECTION OF THE OPERATOR'S PERSONAL INFORMATION

WHERE THE OPERATOR OF FIFESPACE SHARES PERSONAL DATA, INCLUDING:

- PERSONAL EMAIL ADDRESSES
- DIRECT CONTACT DETAILS
- FILES OR COMMUNICATIONS

SUCH INFORMATION MUST BE TREATED AS STRICTLY CONFIDENTIAL.

IT MUST NOT BE SHARED, FORWARDED, DISCLOSED OR REUSED WITHOUT EXPLICIT PERMISSION.

THIS OBLIGATION IS ONGOING AND SURVIVES THE END OF ANY INTERACTION.

FAILURE TO ADHERE MAY RESULT IN IMMEDIATE WITHDRAWAL OF ACCESS AND FURTHER ACTION WHERE APPROPRIATE.

TRUST IS ASSUMED AT THE OUTSET AND RECONSIDERED WHERE NECESSARY.

13. HARDWARE AND PHYSICAL ITEM LENDING

WHERE PHYSICAL ITEMS ARE LOANED, THE FOLLOWING CONDITIONS APPLY:

13.1 OWNERSHIP

OWNERSHIP REMAINS WITH THE LENDER AT ALL TIMES.

POSSESSION DOES NOT IMPLY TRANSFER OF OWNERSHIP OR RIGHTS.

13.2 RESTRICTIONS

THE BORROWER SHALL NOT:

- LEND OR TRANSFER THE ITEM TO ANY THIRD PARTY
- SELL OR ATTEMPT TO SELL THE ITEM
- MODIFY, MISUSE OR INTERFERE WITH THE ITEM

13.3 STANDARD OF CARE

THE BORROWER AGREES TO:

- TAKE APPROPRIATE CARE
- STORE THE ITEM SECURELY

- USE IT RESPONSIBLY AND AS INTENDED

13.4 LOSS OR DAMAGE

IN THE EVENT OF LOSS OR DAMAGE:

- THE BORROWER SHALL REPLACE THE ITEM WITH A LIKE FOR LIKE EQUIVALENT
- THE REPLACEMENT MUST MATCH THE ORIGINAL SPECIFICATION AND QUALITY
- SUBSTITUTIONS REQUIRE PRIOR APPROVAL

13.5 RETURN

ITEMS SHALL BE RETURNED UPON REQUEST OR WHEN NO LONGER REQUIRED.
CONDITION SHOULD REFLECT REASONABLE USE.

13.6 NATURE OF ARRANGEMENT

THESE ARRANGEMENTS ARE INFORMAL BUT CARRY CLEAR EXPECTATIONS OF ACCOUNTABILITY AND GOOD FAITH.

FAILURE TO ADHERE MAY RESULT IN LOSS OF FUTURE BORROWING PRIVILEGES AND A REASSESSMENT OF TRUST.

THAT OUTCOME IS TYPICALLY AVOIDABLE.

14. ACCEPTABLE USE

USE OF FIFESPACE MUST BE LAWFUL, REASONABLE AND CONSISTENT WITH THE INTENDED PURPOSE OF THE SERVICE.

YOU AGREE NOT TO:

- UPLOAD, SHARE OR DISTRIBUTE UNLAWFUL, HARMFUL, ABUSIVE OR MISLEADING CONTENT
- SHARE PERSONAL DATA BELONGING TO OTHERS WITHOUT APPROPRIATE AUTHORITY
- ATTEMPT TO GAIN UNAUTHORISED ACCESS TO SYSTEMS, DATA OR ACCOUNTS
- INTERFERE WITH, DISRUPT OR ATTEMPT TO DEGRADE THE SERVICE
- USE THE SERVICE FOR COMMERCIAL PURPOSES, BULK DISTRIBUTION OR UNSOLICITED COMMUNICATIONS
- INTRODUCE MALICIOUS SOFTWARE, SCRIPTS OR HARMFUL CONTENT

USE OF THE SERVICE SHOULD REMAIN PROPORTIONATE AND ALIGNED WITH ITS INTENDED PERSONAL NATURE.

ANY USE WHICH FALLS OUTSIDE OF THESE EXPECTATIONS MAY RESULT IN IMMEDIATE RESTRICTION OR REMOVAL OF ACCESS.

THIS IS NOT INTENDED TO BE EXHAUSTIVE, IT IS INTENDED TO BE OBVIOUS.

15. INDEMNITY

YOU AGREE TO INDEMNIFY AND HOLD HARMLESS THE OPERATOR OF FIFESPACE AGAINST ANY LOSS, LIABILITY, CLAIM, DEMAND, DAMAGE OR EXPENSE ARISING FROM:

- YOUR MISUSE OF THE SERVICE
- YOUR BREACH OF THIS STATEMENT
- ANY CONTENT YOU UPLOAD, SHARE OR DISTRIBUTE
- ANY UNAUTHORISED DISCLOSURE OF PERSONAL DATA CAUSED BY YOUR ACTIONS

THIS INCLUDES, BUT IS NOT LIMITED TO, LEGAL COSTS, CLAIMS FROM THIRD PARTIES AND ANY ASSOCIATED REMEDIATION EFFORTS.

IN PRACTICAL TERMS, IF SOMETHING GOES WRONG AS A RESULT OF YOUR ACTIONS, RESPONSIBILITY SITS WITH YOU.

16. DATA BREACH HANDLING

IN THE EVENT OF A SUSPECTED OR CONFIRMED DATA BREACH, FIFESPACE WILL TAKE PROPORTIONATE STEPS TO:

- IDENTIFY AND CONTAIN THE ISSUE
- ASSESS THE NATURE AND POTENTIAL IMPACT OF THE BREACH
- MITIGATE ANY IMMEDIATE RISKS
- RESTORE NORMAL OPERATION WHERE POSSIBLE

WHERE REQUIRED UNDER UK GDPR, CONSIDERATION WILL BE GIVEN TO:

- NOTIFYING AFFECTED INDIVIDUALS
- REPORTING TO THE INFORMATION COMMISSIONER'S OFFICE

GIVEN THE LIMITED NATURE OF DATA PROCESSED, ANY RESPONSE WILL BE PROPORTIONATE TO THE ACTUAL RISK PRESENTED.

USERS ARE ENCOURAGED TO REPORT ANY SUSPECTED ISSUE PROMPTLY.

17. NO EXPECTATION OF SUPPORT OR SERVICE CONTINUITY

FIFESPACE IS PROVIDED ON AN AS IS, BEST EFFORT BASIS.

THERE IS:

- NO OBLIGATION TO PROVIDE SUPPORT, ASSISTANCE OR TROUBLESHOOTING
- NO GUARANTEE OF RESPONSE TIMES
- NO COMMITMENT TO MAINTAIN OR CONTINUE ANY SERVICE

REQUESTS FOR HELP MAY BE ACCOMMODATED AT DISCRETION, BUT SHOULD NOT BE ASSUMED.

18. EXTERNAL CONTENT AND THIRD PARTY SERVICES

FIFESPACE MAY PROVIDE ACCESS TO EXTERNAL PLATFORMS OR LINKS.

NO RESPONSIBILITY IS ACCEPTED FOR THEIR OPERATION, SECURITY OR PRIVACY PRACTICES.

USE OF SUCH SERVICES IS AT THE USER'S OWN DISCRETION.

19. AGE RESTRICTION

THIS SERVICE IS INTENDED FOR INDIVIDUALS AGED 18 OR OVER.

20. LIMITATION OF LIABILITY

TO THE FULLEST EXTENT PERMITTED BY LAW:

- NO LIABILITY IS ACCEPTED FOR LOSS OF DATA, SERVICE INTERRUPTION OR UNINTENDED DISCLOSURE
- NO GUARANTEES ARE MADE REGARDING AVAILABILITY, INTEGRITY OR PERFORMANCE
- USE OF THE SERVICE IS ENTIRELY AT THE USER'S OWN RISK

21. CHANGES TO THIS STATEMENT

THIS DOCUMENT MAY BE UPDATED PERIODICALLY.

CONTINUED USE OF THE SERVICE CONSTITUTES ACCEPTANCE OF ANY REVISED TERMS.

22. FINAL NOTE

THIS SERVICE EXISTS TO MAKE STRAIGHTFORWARD THINGS EASIER BETWEEN PEOPLE WHO ALREADY KNOW EACH OTHER. IT IS INTENTIONALLY SIMPLE IN HOW IT APPEARS AND DELIBERATE IN HOW IT OPERATES. IF YOU HAVE READ THIS FAR, YOU ARE LIKELY IN A VERY SMALL MINORITY, BUT THE SAME EXPECTATIONS APPLY REGARDLESS.

© 1998 – 2026 FIFESPACE.COM. ALL RIGHTS RESERVED.

ALL CONTENT, MATERIALS, AND INFORMATION CONTAINED WITHIN THIS DOCUMENT AND ANY ASSOCIATED SERVICES ARE THE INTELLECTUAL PROPERTY OF FIFESPACE.COM UNLESS OTHERWISE STATED.

THIS DOCUMENT IS PROVIDED FOR PERSONAL USE IN CONNECTION WITH THE FIFESPACE SERVICE. IT MUST NOT BE COPIED, REPRODUCED, DISTRIBUTED, MODIFIED, OR DISCLOSED, IN WHOLE OR IN PART, WITHOUT PRIOR PERMISSION.

ANY UNAUTHORISED USE, INCLUDING REDISTRIBUTION OR PUBLICATION, IS STRICTLY PROHIBITED.

THIS NOTICE APPLIES REGARDLESS OF FORMAT, MEDIUM, OR METHOD OF ACCESS.

