

# PRIVACY POLICY

**Yellah LLC Last Updated: [December 21, 2025]**

Your privacy matters to us. This Privacy Policy explains how Yellah LLC (“Yellah,” “we,” or “us”) collects, uses, protects, and stores your information. We keep things transparent, simple, and human so you always know how your data is handled.

By using our services, you agree to the practices described in this policy.

## 1. Information We Collect

We collect information to provide and improve our services. This may include:

### Information You Provide

- Name and contact details
- Login credentials or access permissions
- Project details, guidelines, or instructions
- Files, content, or materials you share with us

### Information Collected Automatically

- Log data
- Device information
- Usage patterns
- Basic analytics

We only collect what we need to support your workflow effectively.

## 2. How We Use Your Information

We use your information to:

- Deliver the services you request
- Manage your account
- Communicate with you
- Improve our workflows and support
- Maintain security and prevent misuse
- Comply with legal obligations

We do not sell your information. Ever.

## 3. How We Protect Your Information

We take data protection seriously. Yellah uses:

- Secure storage practices
- Access controls
- Encrypted communication channels (where applicable)
- Internal confidentiality protocols

Only authorized team members can access your information, and only when necessary to perform their work.

## 4. Sharing Your Information

We may share your information with:

### **Trusted Service Providers**

For tasks like hosting, analytics, or secure storage.

### **Team Members Supporting Your Workflow**

Only those who need access to perform your tasks.

### **Legal Requirements**

If required by law, court order, or government request.

We never share your information for advertising or unrelated purposes.

## 5. Access & Permissions You Provide

To support your workflow, you may grant us access to:

- CMS platforms
- Moderation tools
- Internal dashboards
- Shared drives or folders

We only use these permissions to complete the tasks you request. You may revoke access at any time.

## 6. Data Retention

We retain your information only as long as necessary to:

- Provide services
- Maintain accurate records
- Meet legal or regulatory requirements

If you end services with Yellah, you may request removal of stored data where legally permissible.

## 7. Your Rights

Depending on your location, you may have rights to:

- Access your data
- Correct inaccurate information
- Request deletion
- Restrict certain uses
- Request a copy of your data

We'll always respond with clarity and care.

## 8. Cookies & Tracking

Our website may use cookies or similar technologies to:

- Improve your experience
- Analyze usage
- Support basic functionality

You can adjust your browser settings to manage cookies.

## 9. Third-Party Links

Our website or communications may include links to third-party sites. We are not responsible for their privacy practices, so we encourage you to review their policies.

## 10. Children's Privacy

Yellah does not knowingly collect information from children under 13. If we learn that such information was collected, we will delete it promptly.

## **11. Updates to This Policy**

We may update this Privacy Policy from time to time. The latest version will always be posted with an updated date.

## **12. Contact Us**

If you have questions about this Privacy Policy or how your data is handled, contact:

**Yellah LLC Email:** [halleyd@yellahmsp.com]