



## Julia Conway Photography Privacy Statement

We are very delighted that you have shown interest in our enterprise. Data protection is of a particularly high priority for the management of Julia Conway Photography. The use of the Internet pages of the Julia Conway Photography is possible without any indication of personal data; however, if a data subject wants to use special enterprise services via our website, processing of personal data could become necessary.

The processing of personal data, such as the name, address, e-mail address, or telephone number of a data subject shall always be in line with the General Data Protection Regulation (GDPR), and in accordance with the UK data protection regulations applicable to Julia Conway Photography. By means of this data protection declaration, we would like to inform the general public of the nature, scope, and purpose of the personal data we collect, use and process. Furthermore, data subjects are informed, by means of this data protection declaration, of the rights to which they are entitled.

Julia Conway Photography has implemented numerous technical and organizational measures to ensure the most complete protection of personal data processed through this website. However, Internet-based data transmissions may in principle have security gaps, so absolute protection may not be guaranteed. For this reason, every data subject is free to transfer personal data to us via alternative means, e.g. by telephone: 07950 823 725.

### In Summary

We will only use the information you give us to support the provision of services and products directly to you. We will not send you marketing emails and your data will not be shared unless we are legally obliged to do so, or, it is an operational requirement.

On entering a contract with us, you trust us with your personal information. This Privacy Statement is meant to help you understand what data we collect, why we collect it, what we do with it, how we keep your personal data safe, and your individual rights over your personal data.

We are strongly committed towards the privacy of sensitive information, acting transparently and meeting our obligations in respect of data protection. Whenever you provide personal information, we will treat that information in accordance with our Privacy Statement, relevant legislation and best practice.

We hope the following information will answer any questions you have, but do get in touch with us if you require any further information.

## In Detail

### Our Commitment

This document sets out how Julia Conway Photography uses and protects any information that you provide. By providing information, you indicate your consent to the use of your personal information as described in this policy. Julia Conway Photography is committed to ensuring that your privacy is protected and we abide by our responsibilities under the GDPR/Data Protection Act. Should we ask you to provide certain information by which you can be identified, then you can be assured that it will only be used in accordance with this privacy statement.

### Collecting your information

Most of the pages on our website can be accessed without giving us your personal information. To obtain brochures and further information, you will need to use your name and email address to register. To create an account, we'll ask you for your name, telephone number and email address. Once active, the account can be populated with the data required to fulfill your requests. We may also record your activity and preferences when visiting our website using cookies.

Julia Conway Photography may collect and process the following information about its clients:

- full name of the relevant contacts
- contact details, including address; email address; mobile and landline telephone numbers;
- details of services/products provided
- the terms and conditions of your contract
- names of relevant persons on a photo shoot / wedding
- copies of email correspondence and hardcopy correspondence

We may also collect and process the following information about its potential clients:

- contact details, including email address and mobile and landline telephone numbers
- details of services/products of interest including email correspondence

We collect this information in a variety of ways. For example, data is collected through enquiry telephone calls, emails, meetings, contact forms via the website and from correspondence with you throughout the service / product order and delivery process.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our site; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

### Using your Information

We will use your personal information to:

- Generate internal records to fulfill order / service contracts with you.
- Contact you to send product / service information. By sending this information, we are pursuing our legitimate interest to provide you with information regarding our products or service to you. Providing it does not interfere with the process of fulfilling our contract with you, you have the right to restrict this activity at any time.

We may share your personal information with third parties where required by law, where it is necessary for our working relationship, or where we have another legitimate interest in doing so.

We will not divulge personal information to third parties for the purpose of marketing.

We may transfer your data to third parties operating or managing the website on our behalf, third-party payment providers, third-party social media providers, third-party printing and product providers, third-party mailing providers and courier service providers. By submitting your personal data, you agree to this processing. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this notice.

Where we have given you, or where you have chosen, a password which enables you to access a photo gallery, you are responsible for keeping this password confidential or choosing to share with it friends or family.

### Transferring your Data to Third-Party Suppliers

By using our third-party providers like StudioNinja and Zenfolio, any personal information collected about you is solely used to perform our service or contract with you. All our third-party suppliers are GDPR compliant.

## How Long We Will Keep your Personal Data for and How do we Store your Image Files and Data?

We will retain your data during the period we provide our service to you plus 6 years from the end of the last company financial year they related to, to comply with UK statutory record retention obligations.

We hold high-resolution image files in archive for up to 3 years from the date of shooting. They are then deleted. We would not use any of your images for display products or marketing without having received your full consent in advance.

## Your Rights to your Personal Data and Complaints

You are entitled to know what personal information we hold about you and how that information is processed, which means you can ask us to do any of the following things notwithstanding UK statutory record retention obligations

- to access your data;
- to rectify any mistakes relating to your data;
- to erase your data;
- to stop processing your data;
- to receive an electronic copy of your data;
- to object to our processing of your data;
- to receive a notification of any breach of your personal data.

Just let us know if you would like to exercise any of your rights. If you are unhappy with how any access request has been dealt with, you have the right to complain to the Information Commissioner by calling their helpline on 0303 123 1113 or starting a live chat at <https://ico.org.uk/concerns/>.

## The Use of Cookies

Cookies are small text files stored on your computer, and accessible only by the website that creates them. A cookie may allow a site to see which pages you visit on that site, but there is no way it can see which pages you visit on other sites. Most web browsers automatically accept cookies but, will also allow you to delete or disable them. Refer to your browser documentation for more information on managing cookies.

Our website uses cookies purely to keep you logged in. We do however, in addition to our own cookies, use Google Analytics. Google Analytics, is a web analytics service provided by Google, Inc. ("Google"). The information generated by the cookie about your use of our website, including your IP address, will be transmitted to and stored by Google on servers in the United States. Google will use this information for evaluating your use of our website, compiling reports on website activity for website operators and providing other services

relating to website activity and internet usage. Google may also transfer this information to third parties where required to do so by law, or where such third parties process the information on Google's behalf. Google will not associate your IP address with any other data held by Google. Further information about Google's privacy policy may be obtained from <http://www.google.com/privacy.html>.

You can prevent most browsers from sending data to Google Analytics via an Opt-out Browser Add-on provided by Google at <https://tools.google.com/dlpage/gaoptout>.

We never attempt to associate IP addresses recorded by Google Analytics with your account when you are logged in. We use Google Analytics purely to give us an idea of how many visitors our site receives and which pages are most popular.

### Changes to our Privacy Statement

We may modify our Supplier Privacy Notice from time to time at our sole discretion; if so, we will post a revised version of this Supplier Privacy Notice on our website. We urge you to check this notice regularly to obtain the most up to date copy. Modifications will be effective as soon as they are posted on the website.

### Contact Us

If you have any queries regarding this Privacy Statement, please email: [info@jconwayphoto.co.uk](mailto:info@jconwayphoto.co.uk)