



PRIVACY POLICY

Email: contact@sjphotographers.co.uk

Phone: 07488 532379

Website: www.sjphotographers.co.uk

This privacy policy provides you with information about how SJPhotographers handles your personal data when visiting www.sjphotographers.co.uk and/or completing a booking with SJPhotographers. It explains how SJPhotographers comply with the EU's General Data Protection Regulation (GDPR) and will explain areas of this website that may affect your privacy and personal details; how SJPhotographers process, collect, manage and store those details and how your rights under the GDPR are adhered to.

1. Information about SJPhotographers

Company Name: SJPhotographers

Company Owners: Sarah & Joe Jones

Company Number: 10797544

Registered Address: 54 Fieldfare Way, Bacup, OL13 9PP

Email Address: contact@sjphotographers.co.uk

Telephone Number: 07488 532 379

2. GDPR

This website complies with the GDPR, effective from May 2018.

In summary, the GDPR provides the following rights for individuals:

1. The right to be informed
2. The right of access
3. The right to rectification
4. The right to erasure
5. The right to restrict processing
6. The right to data portability
7. The right to object
8. Rights in relation to automated decision making and profiling.

3. What is Personal Data?

Personal data means any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier.

Your personal data includes information such as:

Name

Address

Telephone number

Email address

Other data collected that could directly or indirectly identify you.

4. Why do SJPhotographers collect your data?

Your personal data is collected primarily for fulfilment of your booking(s) or order(s) with SJPhotographers. It may also be used for business use and administrative purposes. Your personal data will not be used for any marketing purposes nor will your personal data be passed onto any third parties.

5. How long do SJPhotographers retain your data for?

Information is retained for no longer than necessary. However, this will be in accordance with any legal obligations SJPhotographers may have.

SJPhotographers aim to remove all personal data upon completion of your booking with the exception of your name, consent, agreement to this policy and the Terms and Conditions in relation to the service you booked.

SJPhotographers will retain your photographs in their secure archive for several years should you require them to provide backups at a later date. Your name, consent, agreement to this policy and Terms and Conditions in relation to the service you booked will be stored alongside your photographs.

6. Contacting SJPhotographers

SJPhotographers collects data you provide to them when you contact SJPhotographers through the website contact us form, send SJPhotographers an email, or when you phone/text/WhatsApp SJPhotographers.

Contact Us Form

SJPhotographers collects personal data using the Contact Us form on www.sjphotographers.co.uk/contact-us, which generates emails sent to sjphotographers@outlook.com.

The data from these forms is emailed to the address stated above and will be filed in this email account and/or extracted and stored by SJPhotographers in soft copy as outlined in section 9 of this policy.

Outlooks privacy policy can be found on their website: www.outlook.live.com

Email

The information in emails sent to contact@sjphotographers.co.uk is redirected to sjphotographers@outlook.com and will be filed within this email account and/or extracted and stored by SJPhotographers in soft copy as outlined in section 9 of this policy.

Outlooks privacy policy can be found on their website: www.outlook.live.com

Phone/Text/WhatsApp

Information sent to SJPhotographers via text message, WhatsApp message and/or voicemail is stored on SJPhotographers mobile phone which is pin code protected.

By making contact with SJPhotographers you agree to SJPhotographers contacting you about SJPhotographers photography services. You will not be added to any mailing lists and will only be contacted by SJPhotographers personally in relation to your enquiry.

7. Email Marketing

Email newsletters will be sent out with promotional offers relating to SJPhotographers photography services. SJPhotographers newsletter is sent on a quarterly basis to those who have signed up to SJPhotographers mailing list using the Join the Mailing List! form which can be found at:

<http://www.sjphotographers.co.uk/contact-us>

SJPhotographers mailing list and newsletters are managed via wix.

Wix's privacy policy can be found on their website. www.wix.com

Should you wish to stop receiving SJPhotographers newsletter and be removed from the mailing list please click 'unsubscribe' at the bottom of the newsletter or email contact@sjphotographers.co.uk.

8. Client Galleries

SJPhotographers create a client gallery for each client as part of the services contracted. SJPhotographers client galleries are externally hosted by Pixieset.

Pixieset's privacy policy can be found on their website: www.pixieset.com

To visit a client gallery by SJPhotographers you will be required to enter an email address and a password. Your personal data (email address) will be stored within Pixieset's system, on their servers and will be used by

SJPhotographers to monitor gallery activity. After 12 months has passed since a gallery was created SJPhotographers will delete the gallery and your personal data will be completely removed from Pixieset's system.

The shopping cart function within each client gallery utilizes SSL security and all online payment information is taken by PayPal on their secure servers.

9. Client data held on file

SJPhotographers takes care over the processes around looking after personal data stored on SJPhotographers physical systems. All personal data held by SJPhotographers is safely stored on password protected PC's and Laptop's and/or filed within SJPhotographers email account.

Outlooks privacy policy can be found on their website: www.outlook.live.com

Any personal data collected on hard copy is scanned and stored as described above, hard copies are then destroyed.

An additional cloud copy may be stored for data such as, but not limited to, wedding booking forms. This is to enable SJPhotographers to access relevant information about your booking whilst on location.

SJPhotographers uses Dropbox for all their cloud storage, secured with their pin code feature.

Dropbox's privacy policy can be found on their website: www.dropbox.com

Client photographs are safely stored on a password protected Laptop and backed up to an encrypted external hard drive.

10. Clients and Guests Captured in Photographs

Under GDPR legislation, a photograph may in some instances constitute a form of personal data where they can be processed to allow "the unique identification or authentication of a natural person". SJPhotographers will never photograph an individual as a means of unique identification or authentication unless consensually contracted to do so.

Guests at weddings, birthday parties, christenings and/or other events appear in photos taken by SJPhotographers as a part of the visual recording of the event.

Guests captured in portraits or in group photographs do so as part of the event and their rights are protected by SJPhotographers as detailed in this privacy policy.

In terms of explicit GDPR compliance, clients and their guests are photographed within the parameters of GDPR legislation on the basis of 'legitimate interests'. The taking of photographs of guests when viewed as a form of processing personal data is necessary for the legitimate interests of SJPhotographers as a photography business unless there is a good reason to protect a given individual's personal data which overrides those legitimate interests. It is the client's responsibility to make SJPhotographers aware of any such reasons.

Operating within the parameters of legitimate interests as laid out in GDPR legislation, the disproportionate effort involved in providing privacy policy information to all client guests at their event and the degree to which it would distract SJPhotographers from performing the job at hand renders it infeasible to do. All clients are therefore requested within the Terms and Conditions to direct their guests to read this privacy policy in advance of the event and to advise them to contact SJPhotographers in advance with any concerns around the processing of their personal data, namely being photographed.

11. External Website Links

Although SJPhotographers only look to include quality, safe and relevant external links, users are advised to adopt a policy of caution before clicking any external web links mentioned throughout SJPhotographers website.

SJPhotographers cannot guarantee or verify the contents of any externally linked website despite their best efforts. Users should therefore note that they click on external links at their own risk and SJPhotographers cannot be held liable for any damages or implications caused by visiting any external links mentioned.

12. Social Media

SJPhotographers adopts a safe and responsible Social Media Policy. While SJPhotographers have an official profile on social media platforms users are advised to verify the authenticity of such profiles before engaging with, or sharing information with such profiles.

13. Display of Images

SJPhotographers may display any photographs to promote SJPhotographers on the SJPhotographers website, social media, wedding blogs, wedding photography related websites, exhibitions, advertising, brochures, magazine articles and other such material, providing that the images used are used lawfully and without damage to SJPhotographers client(s). The rights of the people captured in these photographs are protected by SJPhotographers as detailed in this privacy policy.

14. Controlling your personal information

You may request a copy of the personal data SJPhotographers holds about you; this will be provided in an electronic format. If you find any inaccuracies, SJPhotographers will delete or correct it promptly.

Feel free to contact SJPhotographers:-

- If you would like details of the personal information which SJPhotographers holds about you
- If you believe that any information SJPhotographers are holding on you is incorrect or incomplete
- If you would like the personal information which SJPhotographers hold about you deleted
- If you would like to unsubscribe from marketing communications

If you choose to do this, please email contact@sjphotographers.co.uk with your request. SJPhotographers will aim to provide a response to your request in no longer than 30 days.

Withdrawal of consent

Anyone photographed by SJPhotographers, whether a client or guest, and whether past or current may withdraw consent for a photograph in which they appear to be displayed. The process for this is to email SJPhotographers at contact@sjphotographers.co.uk specifying the photo in question. Upon receipt of the request, SJPhotographers will then remove the photo from online and printed display wherever it appears and provide confirmation to the individual who submitted the request.

15. Changes to this Privacy Policy

This policy may be changed from time to time if there are changes in law or within SJPhotographers business. You should check this page for any updated versions to ensure that you are happy with any changes. You will be deemed to have accepted the terms of the Privacy Policy on your first use of the website following the update.

16. Complaints

If you have any complaints, please contact SJPhotographers via email contact@sjphotographers.co.uk.

If you are not happy with the response or believe SJPhotographers are not processing your personal data in accordance with the law, you can complain to the UK information commissioner's office www.ico.org.uk



COOKIE POLICY

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Website: www.sjphotographers.co.uk

What are cookies:

Cookies are small text files that are stored on a user's computer or mobile device. They are used for a variety of purposes, including personalising pages, remembering visitor preferences, analysing visitor behaviour, managing shopping carts and delivering targeted advertising. Cookies are used to improve the online experience of almost every website, including SJPhotographers.

Types of cookie:

When you use SJPhotographers website, the following four types of cookie may be set on your device:

Necessary cookies:

Necessary cookies are essential for the use of the features and services SJPhotographers offer on this website. Without these cookies, the services you want to use (such as view and buy your images) cannot be possible.

Functional cookies:

These cookies allow SJPhotographers to provide you with a better online experience when you use their website. They do not gather or store any information which would allow SJPhotographers to identify you personally.

Performance cookies:

Performance cookies collect information about how SJPhotographers customers use their site so that they can improve their site. These cookies collect anonymous information on the pages visited. For example, SJPhotographers might use performance cookies to keep track of which pages are most popular, which method of linking between pages is most effective, and to determine why some pages are receiving error messages.

Targeting cookies:

These cookies collect information about your browsing habits in order to make advertising more relevant to you and your interests. Advertising Bureau has put together a great resource for information on behavioural advertising: how it works, further information about cookies, and steps you can take to protect your privacy on the internet. For more information please visit www.youronlinechoices.com

Managing cookies:

Most internet browsers allow you to erase cookies from your computer hard drive, block all cookies (or just third-party cookies) or warn you before a cookie is stored. You can choose to restrict or block cookies through your browser settings at any time.

For more information about how to do this, and about cookies in general, you can visit

www.allaboutcookies.org Please note that certain cookies may be set as soon as you visit SJPhotographers website, but you can remove them using your browser settings.

However, please be aware that restricting or blocking cookies may impact the functionality or performance of SJPhotographers website. Some cookies on SJPhotographers site are essential, and the site won't work as expected without them. These cookies are set when you submit a form, view pictures, login or interact with the site by doing something that goes beyond clicking on simple links.