



## **Privacy Policy**

This privacy policy explains how Hearts and Roses Photography will use and protect data that you have provided.

Please be assured that Hearts and Roses Photography is committed to protecting your privacy. Should I ask for data by which you can be identified, then you can be assured that it will only be used in accordance with this privacy statement.

You should visit [www.heartsandrosesphotography.co.uk](http://www.heartsandrosesphotography.co.uk) from time to time as Hearts and Roses Photography may change this policy by updating the entry on the website. You need to make sure that you are happy with the changes. This policy is effective from 24<sup>th</sup> July 2018.

### **Your Personal Data:**

#### **What I need to collect**

When you first get in touch with me, it's usually via the contact form on my website, via email, or mobile phone. I collect basic personal data about you including name, address, email, telephone number. For weddings, I will also collect data such as venue, date and times. All of this is information I need to perform my job.

If I collected your email address from a wedding fayre then I will usually send a couple of emails. If this turns into a booking then your data will be stored as described. If it doesn't then the data is deleted soon after.

Payments to me via bank transfer will show in my business bank account in the normal way. On occasions when I receive a cheque, this will be deposited in the normal way. No client bank details are stored by me.

#### **Why I collect your data**

I need your basic personal data in order to provide you with information about photography services in accordance with our contract. I will not collect any personal data from you that I do not need in order to provide and oversee this service to you. This information is also required to understand your needs and to deliver the best service.

#### **What I do with your data**

All the personal data I hold is processed by Rose Morris the owner and photographer at Hearts and Roses Photography.

Your personal data is not shared with anyone else, except as required for completion of your contract:

1. On the occasion that you have booked a second photographer via myself to attend a wedding, they will receive an itinerary of the day and the emergency contact details in case they need it. This is in paper and email form and will be deleted after the event.
2. If you have ordered wedding albums/prints through me, then the supplier will receive your name and address for direct delivery.

## **Photographs**

Photographs are stored on memory cards during the day and backed up on disk drives. I typically store photographs for a minimum of 12 months. Your finished wedding photographs may be stored on an online gallery provider and protected by a pin which you are given. You can choose who has access to your gallery via this pin.

In order to run my business, I share photographs online, predominantly on Instagram, Facebook, Twitter, Flickr and on my website.

I sometimes use photographs on my business cards, banners and brochures when attending wedding fayres. I may share photographs I shot some years ago, so if you have had a wedding booking or photoshoot with me in the past and no longer want me to share the photographs for any reason, you can simply get in touch to withdraw your permission.

When signing my usual contract, you will be agreeing to opt-in to all of this. However, if you want to withdraw your consent to this you can simply do so via email, this email will be stored and adhered to. It is perfectly reasonable to want to keep your photographs private.

## **Security**

I am committed to ensuring that your information is secure.

### **How long I keep your data**

Your data will be kept by me for 12 months after the date of our contract.

### **Right of confirmation, access, rectification and erasure**

You have the right to confirmation, access, rectification and erasure of all the data that I hold on you. For example, if perhaps following your wedding you'd like to have your details completely removed, then you have that right.

If you would like to ask any questions about any aspect of my privacy policy or the data I store on you then please email [rose@heartsandrosesphotography.co.uk](mailto:rose@heartsandrosesphotography.co.uk)