

# Jessica & George Photography

## Privacy Notice

*Document Version [1.0]*

### Contents

1. Privacy notice .....	2
1. Personal data.....	2
2. Your information .....	2
3. Information Collection.....	2
4. Data Sharing.....	3
5. Data Use .....	3
6. Contact .....	3
7. Personal Data Held on You .....	3
8. Consent .....	4
10. Disclosure .....	4
11. Retention period.....	4
11. Your rights as a data subject.....	4
12. Complaints.....	5

### Revision Table

<b>Version</b>	<b>Date</b>	<b>Revision Made</b>	<b>Author / Editor</b>
<b>1.0</b>	<b>28.02.2021</b>	<b>Creation</b>	<b>L.Thomas</b>

## 1. Privacy notice

### Who are we?

*Jessica & George Photography specialises in baby, child and family photography. Services include capturing the images of the subjects, the digital editing of the captured images, and providing these images either in a digital format, or as a physical product.*

Our Data Protection Officer / GDPR Owner and data protection representatives can be contacted directly here:

Louise Thomas:

Email - [jessicaandgeorgephotography@outlook.com](mailto:jessicaandgeorgephotography@outlook.com)

Tel - 07834 808427

## 1. Personal data

Under the EU's General Data Protection Regulation (GDPR) personal data is defined as:

“any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person”.

The personal data we would like to [collect from/process on] you is:

Name, address, telephone number, email address of the customer and of the subject's being photographed. Information relating to the subjects that the photographer may need to be aware of to ensure their welfare during the photography session.

Purpose of processing this data

The personal data we collect will be used for the following purposes :

- Primarily for the fulfilment of your order with Jessica & George Photography
- Business use
- Administrative purposes

Our legal basis for processing for the personal data:

- Consent provided for fulfilment of the sales order

## 2. Your information

### How we use your information

This privacy notice tells you how we, Jessica & George Photography, will collect and use your personal data. Personal data is collected through completion of the online booking form or the “contact us” form via the website, email enquiries, messaging platforms, and subscriptions. Personal information is collected by consent and is used primarily for the fulfilment of a sales order.

## 3. Information Collection

### Why does Jessica & George Photography need to collect and store personal data?

In order for us to provide you with a service, we need to collect personal data for correspondence purposes and service provision. In any event, we are committed to ensuring that the information we collect and use is appropriate for this purpose, and does not constitute an invasion of your privacy.

In terms of being contacted for marketing purposes Jessica & George Photography would contact you for additional consent.

#### 4. Data Sharing

Will Jessica & George Photography share my personal data with anyone else?

No. Jessica & George Photography do not share your personal data with anyone else.

#### 5. Data Use

How will Jessica & George Photography use the personal data it collects about me?

Jessica & George Photography will process (collect, store and use) the information you provide in a manner compatible with the EU's General Data Protection Regulation (GDPR). We will endeavour to keep your information accurate and up to date, and not keep it for longer than is necessary. Jessica & George Photography is required to retain information in accordance with the law, such as information needed for income tax and audit purposes. How long certain kinds of personal data should be kept may also be governed by specific business-sector requirements and agreed practices. Personal data may be held in addition to these periods depending on individual business needs.

#### 6. Contact

Under what circumstances will Jessica & George Photography me?

Our aim is not to be intrusive, and we undertake not to ask irrelevant or unnecessary questions. Moreover, the information you provide will be subject to rigorous measures and procedures to minimise the risk of unauthorised access or disclosure.

#### 7. Personal Data Held on You

Can I find out the personal data that the organisation holds about me?

Jessica & George Photography your request, can confirm what information we hold about you and how it is processed. If Jessica & George Photography hold personal data about you, you can request the following information:

- Identity and the contact details of the person or organisation that has determined how and why to process your data.
- Contact details of the data protection officer, where applicable.
- The purpose of the processing as well as the legal basis for processing.
- If the processing is based on the legitimate interests of Jessica & George Photography or a third party, information about those interests.
- The categories of personal data collected, stored and processed.
- Recipient(s) or categories of recipients that the data is/will be disclosed to.
- How long the data will be stored.
- Details of your rights to correct, erase, restrict or object to such processing.
- Information about your right to withdraw consent at any time.
- How to lodge a complaint with the supervisory authority.
- The source of personal data if it wasn't collected directly from you.

Any details and information of automated decision making, such as profiling, and any meaningful information about the logic involved, as well as the significance and expected consequences of such processing

## 8. Consent

By consenting to this privacy notice you are giving us permission to process your personal data specifically for the purposes identified.

Consent is required for Jessica & George Photography to process both types of personal data, but it must be explicitly given. Where we are asking you for sensitive personal data we will always tell you why and how the information will be used.

You may withdraw consent at any time by contacting Jessica & George Photography and requesting to do so.

## 10. Disclosure

Jessica & George Photography will not pass on your personal data to third parties

## 11. Retention period

Jessica & George Photography process personal data for as long as is necessary to fulfil the sales order and will store the personal data for the time required to retain information in accordance with the law, such as information needed for income tax and audit purposes. How long certain kinds of personal data should be kept may also be governed by specific business-sector requirements and agreed practices. Personal data may be held in addition to these periods depending on individual business needs.

## 11. Your rights as a data subject

At any point while we are in possession of or processing your personal data, you, the data subject, have the following rights:

- Right of access – you have the right to request a copy of the information that we hold about you.
- Right of rectification – you have a right to correct data that we hold about you that is inaccurate or incomplete.
- Right to be forgotten – in certain circumstances you can ask for the data we hold about you to be erased from our records.
- Right to restriction of processing – where certain conditions apply to have a right to restrict the processing.
- Right of portability – you have the right to have the data we hold about you transferred to another organisation.
- Right to object – you have the right to object to certain types of processing such as direct marketing.
- Right to object to automated processing, including profiling – you also have the right to be subject to the legal effects of automated processing or profiling.
- Right to judicial review: in the event that Jessica & George Photography refuses your request under rights of access, we will provide you with a reason as to why. You have the right to complain as outlined in clause 3.6 below.

All of the above requests will be forwarded on should there be a third party involved (as stated above) in the processing of your personal data.

## 12. Complaints

In the event that you wish to make a complaint about how your personal data is being processed by Jessica & George Photography, or how your complaint has been handled, you have the right to lodge a complaint directly with the supervisory authority and Jessica & George Photography data protection representatives Data Protection Officer / GDPR Owner.