

PRIVACY POLICY

What is this Document?

This is a Privacy Policy set out in compliance with the General data Protections Regulations GDPR.

Definitions

In this document “we” and “us” and “our” mean “Guy Hinks Trading as Guy Hinks Photographer”

“You” or “your/s” means the client, or the person whose data/image has been collected.

The Policy

We are committed to safeguarding the privacy of our website visitors and clients and those who have been photographed on behalf of clients; this policy sets out how we will treat your personal information, which includes photographs.

(1) What information do we collect?

We may collect, store and use the following kinds of personal information:

(a) information about your computer and about your visits to and use of this website (including your IP address, geographical location, browser type and version, operating system, referral source, length of visit, page

views and website navigation);

(b) information relating to any transactions carried out between you and us on or in relation to this website, including information relating to any purchases you make of our goods or services.

(c) information that you provide to us for the purpose of registering with us or submitting an enquiry via the contact form(s) included on this website or comment form(s) included in our blog

(d) information that you provide to us for the purpose of subscribing to our website services, email notifications and/or newsletters

(e) Images taken of yourself and any other information that you choose to send to us

(1) (a) Why do we need it?

Your data is collected to fulfil an order/contract or send messages to you.

1 (b) How long will we keep it?

Your data (such as images) may be kept indefinitely depending on the photograph as it may be required in the future - otherwise where images do not appear to have longevity (a useful long life) they will be deleted as soon as the client, perhaps you, have received them - back-up your files - commercial data will be kept as long as the Law requires and other data such as communication data (emails etc) will be deleted as often as reasonably practicable as long as it does not conflict with other duties such as those laid down by law.

1 (c) We shall use your information on one of the bases set out under GDPR including consent and legitimate interest.

(2) Cookies

A cookie consists of information sent by a web server to a web browser,

and stored by the browser. The information is then sent back to the server each time the browser requests a page from the server. This enables the web server to identify and track the web browser. We may use both “session” cookies and “persistent” cookies on the website. We will use the session cookies to keep track of you whilst you navigate the website. We may use the persistent cookies to enable our website to recognise you when you visit. Session cookies will be deleted from your computer when you close your browser. Persistent cookies will remain stored on your computer until deleted, or until they reach a specified expiry date. We may use Google Analytics to analyse the use of the website. Google Analytics generates statistical and other information about website use by means of cookies, which are stored on users’ computers. The information generated relating to our website is used to create reports about the use of the website. Google will store this information. Google’s privacy policy is available at: <http://www.google.com/privacypolicy.html>. Most browsers allow you to reject all cookies, whilst some browsers allow you to reject just third party cookies

(3) Using your personal information

Personal information submitted to us via the website, or otherwise, will be used for the purposes specified in this privacy policy or in relevant parts of the website.

We may use your personal information to:

- (a) administer the website;
- (b) improve your browsing experience by personalising the website;
- (c) enable your use of the services available on the website;
- (d) send to you goods purchased via the website, and supply to you services purchased via the website;
- (e) send statements and invoices to you, and collect payments from you;
- (f) send you general (non-marketing) commercial communications;
- (g) send you email notifications which you have specifically requested;

(h) take, edit, send, store your photographs for a period required by contract/law agreement.

(i) deal with enquiries and/or complaints made by or about you relating to the website

Where you submit personal information for publication on our website (e.g. blog comments), we will publish and otherwise use that information.

We will NEVER without your express consent provide your personal information to any third parties for the purpose of direct marketing.

(4) Disclosures

We may disclose information about you to any of our employees, officers, agents, suppliers or subcontractors insofar as reasonably necessary for the purposes as set out in this privacy policy such as fulfilling orders, accounting matters and in accordance with your instructions. . In addition, we may disclose your personal information:

(a) to the extent that we are required to do so by law such as by court order;

(b) in connection with any legal proceedings or prospective legal proceedings;

(c) in order to establish, exercise or defend our legal rights (including providing information to others for the purposes of fraud prevention and reducing credit risk);

(d) to any person who we reasonably believe may apply to a court or other competent authority for disclosure of that personal information where, in our reasonable opinion, such court or authority would be reasonably likely to order disclosure of that personal information.

Except as provided in this privacy policy, we will NOT provide your information to third parties.

(6) International data transfers

This is likely to affect sending images or emailing invoices.

Information that we collect may be stored and processed in and transferred between any of the countries in which we operate in order to enable us to use the information in accordance with this privacy policy. Information which you provide may be transferred to countries (including the United States) which do not have data protection laws equivalent to those in force in the European Economic Area. In addition, personal information that you submit for publication on the blog (e.g. comments) will be published on the internet and may be available, via the internet, around the world. We cannot prevent the use or misuse of such information by others. You expressly agree to such transfers of personal information.

(7) Security of your personal information

We will take reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information.

Of course, data transmission over the internet is inherently insecure, and we cannot guarantee the security of data sent over the internet.

(8) Policy amendments

We may update this privacy policy from time-to-time by posting a new version on our website. You should check this page occasionally to ensure you are happy with any changes.

(9) Your rights

You may instruct us to provide you with any personal information we hold about you OR to correct information we hold about you OR to delete your information Or to object to how we use your information OR restricting how we use your information Or erasure. Provision of such information will be subject to:

- (a) the payment of a discretionary fee (currently fixed at £10.00); and
- (b) the supply of appropriate evidence of your identity (for this purpose, we will usually accept a photocopy of your passport certified by a solicitor or bank plus an original copy of a utility bill showing your current address).

We may withhold such personal information to the extent permitted by law.

You may instruct us not to process your personal information for marketing purposes by email at any time. In practice, you will usually expressly agree in advance to our use of your personal information for marketing purposes.

(10) Third party websites

The website may contain links to other websites. We are not responsible for the privacy policies or practices of third party websites.

(11) Updating information

Please let us know if the personal information which we hold about you needs to be corrected or updated.

(12) You have the right to request to withdraw consent to use of your personal information.

(12) Contact

If you have any questions about this privacy policy or our treatment of your personal information, please write to us by email guy@guyhinks.com, phone 07748046102 or post (request postal address)

If at any point you believe the information we process on you is incorrect, you may request to see this information and even have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Officer (Guy Hinks above) who will investigate the matter. Unless otherwise stated in this document, the managing director of this website acts as the EU Data Protection Officer (DPO) and can be reached from the contact page of this website.

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can complain to the Information Commissioner's Office (ICO).

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