

GDPR Compliance Applies from 25/05/2018

Jane Steel Photography is aware of the new regulation (GDPR) and is taking steps to be compliant.

Personal Data

The personal data I hold as a business includes the following:

Customers:

Addresses/telephone numbers/emails for order processing details and for invoicing purposes, not shared with any 3rd party.

Any changes to customer details are updated and an email sent confirming the records have been updated.

Pictures and photographs are held on file, both digitally and as printed copy until a customer advises otherwise.

Suppliers:

Addresses/telephone numbers/email & bank details for ordering processes and payment.

Any requests to delete personal data would be implemented within 1 month as the new regulations state. Also any paper records held would be cross cut shredded for security.

Any requests to provide personal data will be provided in a commonly used electronic format such as PDF and no fee shall be made for this process.

Jane Steel's Privacy Policy will be reviewed and updated as required.

Privacy Policy

1. Jane Steel (referred to as I/ me from now on) complies with the principles of the GDPR Regulations and Data Protection Act 1998 when dealing with all data.

2. I only hold the data necessary to offer services related my business, namely contact details (name, address, phone numbers and email addresses) and this is securely stored via password protected and lockable permission only access.

Information provided by you

You provide me with personal data via email or over the telephone. This includes name, address, email address and payment instructions if applicable. I use this information in order to manage and administer your account with me or my account with you, depending on whether you are a customer or supplier.

I may also keep information contained in any correspondence you may have with me by post or by email.

Information I get from other sources

I only obtain information from third parties if this is permitted by law. I may also use legal public sources to obtain information about you, for example to verify your identity.

This information (including your name, address, email etc.) as relevant to me, will only be obtained from reputable third-party companies that operate in accordance with the General Data Protection Regulation (GDPR). You will already have submitted your personal data to these companies and specifically given permission to allow them to pass this information to other companies that provide similar or complimentary products and services to those I offer.

3. Data is only used for the purposes of engaged business and managing accounts and not passed onto any third parties without your mutual consent.

As all my photography work is under contract/commission all pictures are subject to copy write regulations, if at any time pictures are to be taken where bystanders are involved it is the

intention that either a verbal or written notice of intention will be served to all parties present, giving anyone the option to be removed from the area and inclusion in the picture.

How I use your personal data

I use your personal data to manage and administer your account. I undertake at all times to protect your personal data, required of the General Data Protection Regulation (GDPR). I also take reasonable security measures to protect your personal data in storage.

Do I use your personal data for marketing purposes?

Any information that you choose to give me will not be used for marketing purposes by me. I will hold your personal data only for the purposes of administering and managing your account.

Categories of third parties

- Insurance companies, loss assessors, regulatory authorities and other fraud prevention
- Agencies for the purpose of fraud prevention and to comply with any legal regulatory issues and disclosures.
- Anyone to whom I may transfer my rights and duties under any agreement I have with you.
- Any legal or crime prevention agencies and/or to satisfy any regulatory requests if I have a duty to do so.

4. I only hold personal data for as long as necessary. Once data is no longer needed it is deleted from my files.

5. I never sell, rent or exchange mailing lists.

6. Please note that I only share data with partners that operate their own Privacy Policy.

7. If at any point you wish to remove, alter, access or discuss the data held by me regarding you then please notify me via telephone, email or in writing and I will ensure your request is dealt with promptly and correctly.

8. In accordance with the Privacy and Electronic Communications (EC Directive) Regulations 2003, I never send bulk unsolicited emails, (popularly known as Spam) to email addresses.

9. I may send emails to existing customers or prospective customers who have enquired or registered with me, regarding products or services directly provided by me.

10. All emails sent by me will be clearly marked as originating from me. All such emails will also include clear instructions on how to unsubscribe from my email service and any future emails. Such instructions will either include a link to a page to unsubscribe or a valid email address to which you should reply, with "unsubscribe" as the email subject heading.

11. Policy changes

This Privacy Policy will be regularly reviewed. This is to make sure that I continue to meet the highest standards and to protect your privacy. I reserve the right, at all times, to update, modify or amend this Policy. However I will not significantly change how I use information you have already given to me without your prior agreement.

If you have any questions relating to my Privacy Policy please email me at janesteel1@googlemail.com

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