

Tessa Chapman

PHOTOGRAPHY

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Privacy Policy- May 2021

In very basic terms we totally respect your personal information and will only ask you for what information we really need from you. We will look after it in the same way we would want ours looking after; keeping it secure! We will only share it with others where we need their help to deliver our service to you (such as our professional printing laboratory who may need your name and address to post your purchases). Be assured that we will never share your information in any other circumstances – nor will we sell it on elsewhere! Here are more details -

Introduction

Tessa Chapman Photography (TCP) takes your privacy very seriously. This privacy policy has been prepared in line with the UK's General Data Protection Regulation (GDPR), which promotes fairness and transparency for all individuals in respect of their personal data. This privacy policy applies to all data we process, and by using TCP you consent to our collection and use of such data. We are registered with the Information Commissioners Office and if you would like to get in touch about anything in this policy or about your personal data then please contact Tessa Chapman our Data Protection Officer at tessachapmanphotography@hotmail.co.uk or write to East Barn, Lower Chillington, Ilminster TA19 0PU.

1. The Data we collect

As a data controller we collect a variety of data in order to deliver our services, and we will manage your personal data transparently, fairly and securely.

We may ask you to provide us the following data –

First and Last Name (of all members of your shoot)/ Address / Postcode, Telephone Number(s) / Email

We will also record a date of birth (or year group for school photography) for all persons we photograph under the age of 13 and require the parent or a legal guardian to consent to photography. Obviously being a photographic business we also create and manage images as per our contractual agreement(s). We use the above data to deliver our service to you, to personalise your experience and to provide online gallery access. We collect this data on the following lawful basis to arrange or fulfil your Contract.

2. Which third parties do we share Personal Data with?

We sometimes share personal data with the following third parties:

- 'We transfer' (If electronically transferring images to you)

- 3xm Solutions (our online gallery provider)
- Various printing labs namely DSCL and One Vision Imaging
- Our clients where the subject of the image is not the client (this includes where we act as agents) for example a company who commissions us to photograph their product/service at someone else's property will receive a copy of the property release form with the images they have commissioned us to take. A school pupil's images will be shared with the school for use on their internal systems as well as being available for purchase to the parents.

There are also certain situations in which we may share access to your personal data without your explicit consent; for example, if required by law, to protect the life of an individual, or to comply with any valid legal process, government request, rule or regulation.

3. Why do we share your Personal Data with the above?

We share your data in order to deliver our service to you the client and also the subject of the image if this is a different person.

4. How do we keep your personal data secure?

We keep your data secure by following internal policies of best practice and training for staff, Encryption (a 5 drive Drobo), and locking filing cabinets where data is stored in paper form. All computers belonging to TCP are password protected and passwords are not shared.

In the unlikely event of a criminal breach of our security we will inform the relevant regulatory body within 72 hours and, if your personal data were involved in the breach, we will also inform you.

5. Changes to our privacy policy and control

We may change this privacy policy from time to time. When we do, we will let you know by changing the date on this policy, notifying customers of only significant changes. By continuing to access or use our services after those changes become effective, you agree to be bound by the revised privacy policy.

6. You have the following rights -

- - the right to be informed about the collection and use of your personal data
- - the right of access to your personal data and any supplementary information
- - the right to have any errors in your personal data rectified
- - the right to have your personal data erased
- - the right to block or suppressing the processing of your personal data
- - the right to move, copy or transfer your personal data from one IT environment to another
- - the right to object to processing of your personal data in certain circumstances, and
- - rights related to automated decision-making (i.e. where no humans are involved) and profiling (i.e. where certain personal data is processed to evaluate an individual).

We also give you the option to manage your data via emailing or writing to the data controller named above.

While we do not hold personal data any longer than we need to. The duration will depend on your relationship with us, and whether it is ongoing. We may keep some of your personal data for up to 7 years after our working contract with you has finished for Tax legislation purposes. After this time we will archive your photographs indefinitely along with your relevant details and consent forms. This is due to requests for replacement images being made several years after being taken.