**STUDIO 37 PHOTOGRAPHY PRIVACY POLICY**

Your privacy is very important to me. Accordingly, I have developed this policy for you to understand how I collect, use, communicate and make use of personal information. The following outlines my privacy policy.

When accessing the https://www.jrsportraitphotography.co.uk website, James Slater will learn certain information about you during your visit.

Like other websites, Information gathered through cookies and server logs may include the date and time of visits, pages viewed, time spent my site.

USE OF COOKIES

A cookie is a very small text document, which often includes an anonymous unique identifier. When you visit a website, that site computer asks your computer for permission to store a file in a part of your hard drive specifically designated for cookies. Every website can send its own cookie to your browser if your browser’s preferences allow it, but (to protect your privacy) your browser only permits a website to access the cookies it has already sent to you, not the cookies sent to you by other sites.

IP ADDRESSES

IP addresses are used by your computer every time you are connected to the Internet. Your IP address is a number that is used by computers on the network to identify your computer. IP addresses are automatically collected by a web server as part of demographic and profile data known as (traffic data) so that data (such as web pages you request) can be sent to you.

EMAIL INFORMATION

If you choose to correspond with me through email, I may retain the content of your email messages together with your email address and my response. I provide the same protections for these electronic communications that I employ in the maintenance of information received online, mail and telephone. This also applies when you register through my website, sign up through any of my forms using your email address or make a purchase on my site. For further information see the email policies below.

PERSONAL INFORMATION

1. What information is being collected?

1.1 – I collect a variety of information before, during and after you book with Studio 37 Photography for any of my services. This includes:

* Names, Addresses and Contact Information of the person(s) placing a booking/order with me.
* Names, Addresses and Contact Information of the person(s) using my services.
* Names (and in some cases ages and gender) of all persons of a photo shoot.
* Details and notes taken throughout a photo session or service provided to help me remember conversations during and details of your session.

1.2 – If you E-Mail me or send me messages via social media, these messages are stored within my own email system or social media accounts and archived. These messages are stored for as long as practicable to allow me to provide you with better future services.

1. Who is collecting the data?

2.1 – This data is being collected by Studio 37 Photography, 36 Market Street, Chorley, Lancashire, PR7 2SE. I use a password protected data management software to hold my data.

1. How is it being collected?

3.1 – The majority of my data is collected directly from you. Whether you fill out a form for me online, or tell me face to face, via the telephone, via e-mail or message.

3.2 – In some cases, data may be given to me by a third party. This includes if somebody purchases a voucher for you – they will usually give me your name and details to allow me to process their order and provide my service to you.

1. Why is it being collected?

4.1 – Most of the data I collect is solely for the purpose of providing you with a service you have ordered or had ordered for you.

4.2 – Some of the data I collect is to help provide you with a better customer service experience

4.3 – I am required by law to collect and archive certain information relating to any order you place with me.

1. How will it be used?

5.1 – Data I collect will be used by Studio 37 Photography to enable me to provide my services and products to you.

5.2 – Contact data (e-mail addresses) may be used to send you direct offers from Studio 37 Photography about upcoming promotions or newsletters. These can be unsubscribed from at any time.

5.3 – Studio 37 Photography may internally analyse data for business and forecast purposes.

5.4 – Studio 37 Photography has a legitimate interest in using images taken in relation to your booking and may use these images in the following ways (note, clients are free at any time to refuse the uses of these images at any time)

* On social media for promotion & advertising purposes
* On my website for promotion & advertising purposes
* For marketing materials (business stationary, flyers, business cards etc)
* For publications/print

1. Who will it be shared with?

6.1 – I take your privacy seriously I do not sell your data to third party organisations. There are a few scenarios where some of your data may be shared with third parties to allow me to provide my services to you. These include:

* Delivery and Postage Service Providers to allow me to send you documentation and orders you have placed. (Information shared includes Name, Address and in some case e-mail address / mobile number)
* Manufacturers (i.e. printing labs) if I am sending an order directly to you from a lab. (Information shared includes Name, Address and in some case e-mail address / mobile number)
* Law Enforcement and Legal Requirements – I will provide data to law enforcement agencies if issued with a court order to do so.

1. How will this affect you?

7.1 – I collect, store and process your data in such a way that should have no negative effect on you as an individual.

1. How long is the data stored?

8.1 – Most data I collect is stored indefinitely. This is to allow me to provide a better service to you as a customer if you contact me again in the future.

8.2 – I am legally obliged to store some data for a minimum amount of time, for example sale order records, payment records etc.

1. Access to stored data.

9.1 – If you have any questions about data, I hold about you, please feel free to contact me. As well as trying to help you directly.

9.2 – You may request a copy of any data I store about you – and I will comply with any requests as per the guidance of the Information Commissioner’s Office.

1. More information.

10.1 – If you would like any clarification on how I collect, store or process your data – please contact me directly.

10.2 – If you would like further information on the legal guidelines I operate within, or have any concerns about how I use your data, please check the ICO’s website at https://ico.org.uk

USE OF EXTERNAL LINKS

https://www.jrsportraitphotography.co.uk may contain links to many other websites. Studio 37 Photography cannot guarantee the accuracy of information found at any linked site. Links to or from external sites not owned or controlled by Studio 37 Photography do not constitute an endorsement by Studio 37 Photography or any of its employees of the sponsors of these sites or the products or information presented.

By accessing this website, you are agreeing to be bound by these website Terms and Conditions of Use, all applicable laws and regulations, and agree that you are responsible for compliance with any applicable local laws. If you do not agree with any of these terms, you are prohibited from using or accessing this site. The materials contained in this website are protected by applicable UK Copyright and Trademark Law.

INTELLECTUAL PROPERTY RIGHTS

All copyrights, trademarks, patents and other intellectual property rights in and on my website and all content and software located on the site are the sole property of Studio 37 Photography or its licensors. The use of my trademarks, content and intellectual property is forbidden without the express written consent from Studio 37 Photography.

**You must not:**

* Republish material from my website without prior written consent.
* Sell or rent material from my website.
* Reproduce, duplicate, create derivative, copy or otherwise exploit material on my website for any purpose.
* Redistribute any content from my website, including onto another website.

ACCEPTABLE USE

You agree to use my website only for lawful purposes, and in a way that does not infringe the rights of, restrict or inhibit anyone else’s use and enjoyment of the website. Prohibited behaviour includes harassing or causing distress or inconvenience to any other user, transmitting obscene or offensive content or disrupting the normal flow of dialogue within my website.

You must not use my website to send unsolicited commercial communications. You must not use the content on my website for any marketing related purpose without my express written consent.

RESTRICTED ACCESS

I may in the future need to restrict access to parts (or all) of my website and reserve full rights to do so. If at any point, I provide you with a username and password for you to access restricted areas of my website, you must ensure that both your username and password are kept confidential.

USE OF TESTIMONIALS

In accordance to with the FTC guidelines concerning the use of endorsements and testimonials in advertising, please be aware of the following:

Testimonials that appear on this site are received via text, audio or video submission. They are individual experiences, reflecting real life experiences of those who have used my products and/or services in some way. They are individual results and results to vary the testimonials are not necessarily representative of all of those who will use my products and/or services.

The testimonials displayed in any form on this site (text, audio, video or other) are reproduced verbatim, except for correction of grammatical or typing errors. Some may have been shortened. In other words, not the whole message received by the testimonial writer is displayed when it seems too lengthy or not the whole statement seems relevant for the general public.

Studio 37 Photography is not responsible for any of the opinions or comments posted on https://www.jrsportraitphotography.co.uk Studio 37 Photography is not a forum for testimonials, however, provides testimonials as a means for customers to share their experiences with one another. To protect against abuse, all testimonials appear after they have been reviewed by Studio 37 Photography. Studio 37 Photography does not share the opinions, views or commentary of any testimonials on https://www.jrsportraitphotography.co.uk – the opinions are strictly the views of the testimonial source.

The testimonials are never intended to make claims that my products and/or services can be used to diagnose, treat, cure, mitigate or prevent any disease. Any such claims, implicit or explicit, in any shape or form, have not been clinically tested or evaluated.

HOW DO WE PROTECT YOUR INFORMATION AND SECURE INFORMATION

Email is not recognised as a secure medium of communication. For this reason, I request that you do not send private information to me by email. However, doing so is allowed, but at your own risk. Some of the information you may enter on my website may be transmitted securely via a secure medium known as Secure Sockets Layer, or SSL. Credit Card information and other sensitive information is never transmitted via email.

Studio 37 Photography may use software programs to create summary statistics, which are used for such purposes as assessing the number of visitors to the different sections of my site, what information is of most and least interest, determining technical design specifications, and identifying system performance or problem areas.

For site security purposes and to ensure that this service remains available to all users, Studio 37 Photography uses software programs to monitor network traffic to identify unauthorised attempts to upload or change information, or otherwise cause damage.

DISCLAIMER AND LIMITATION OF LIABILITY

Studio 37 Photography makes no representations, warranties, or assurances as to the accuracy, currency or completeness of the content contain on this website or any sites linked to this site.

All the materials on this site are provided “as is” without any express or implied warranty of any kind, including warranties of merchantability, noninfringement of intellectual property or fitness for any particular purpose. In no event shall Studio 37 Photography be liable for any damages whatsoever (including, without limitation, damages for loss of profits, business interruption, loss of information, injury or death) arising out of the use of or inability to use the materials, even if Studio 37 Photography has been advised of the possibility of such loss or damages.

POLICY CHANGES

I reserve the right to amend this privacy policy at any time with or without notice. However, please be assured that if the privacy policy changes in the future, I will not use the personal information you have submitted to me under this privacy policy in a manner that is materially inconsistent with this privacy policy, without your prior consent.

I am committed to conducting my business in accordance with these principles in order to ensure that the confidentiality of personal information is protected and maintained.

CONTACT

If you have any questions regarding this policy, please contact me at

James Slater T/A Studio 37 Photography, 36 Market Street, Chorley, Lancashire, PR7 2SE, UK