

# PRIVACY POLICY

**Georgina Harrison Photography ([www.georginaharrisonphotography.co.uk](http://www.georginaharrisonphotography.co.uk)) understands that your privacy is important to you and cares about how it is shared and stored online and will only collect and use personal data in the ways described below.**

It explains how we comply with the EU's GDPR (General Data Protection Regulation) legislation and the DPA (Data Protection Act).

This policy will explain areas of this website that may affect your privacy and personal details, how we process, collect, manage and store those details and how your rights under the GDPR and DPA are adhered to.

## THE DPA & GDPR MAY 2018

This website complies with the DPA (Data Protection Act 1998) and the GDPR (General Data Protection Regulation), effective from May 2018.

## Your Consent - CONTACTING Georgina Harrison

By providing your email when using the contact form on this website, [georginaharrisonphotography.co.uk](http://georginaharrisonphotography.co.uk), you consent in allowing [georginaharrison@me.com](mailto:georginaharrison@me.com) to email or contact you via telephone/skype with services enquired and collected on private user data using the following form: Contact Form - <https://georginaharrisonphotography.co.uk/contact/>, which generates emails sent to: [georginaharrison@me.com](mailto:georginaharrison@me.com)

The data from these forms is emailed to the address listed above and also stored on the website server, in most cases dating back to when each form was created. The website server is accessible by the website administrators for [www.georginaharrisonphotography.co.uk](http://www.georginaharrisonphotography.co.uk) with hostgator and wordpress.

You will not be added to any mailing lists and will only be contacted by Georgina Harrison personally in relation to your enquiry. Your personal details will not be added to any client or studio management software, will not be used for any marketing purposes nor will they be passed onto any third parties. They will only be stored in the email generated by this contact form which will be filed in the email account for Georgina Harrison @me.com which is hosted by Apple and which can only be accessed by Georgina Harrison . If you wish to request for any email(s) containing your personal information to be deleted, please email [georginaharrison@me.com](mailto:georginaharrison@me.com) and detail in writing what you wish to be deleted.

## EMAIL MARKETING

Georgina Harrison Photography does not engage in email marketing specific to our services. Your personal details will not be used for any such marketing purposes nor will they be passed onto any third parties. We do not sell, trade, or otherwise transfer to outside parties your personally identifiable information

## CLIENT GALLERIES

Georgina Harrison Photography creates a client gallery for each client to whom photos are delivered as part of the services contracted. Georgina Harrison Photography's client galleries are externally hosted by Everybodysmile. Their privacy policy can be found here:

<https://www.everybodysmile.co.uk/proofing-privacy-policy/>

To visit a Georgina Harrison Photography client gallery you will be required to enter personal data (namely your email address) and a password. Your personal data (email address) will be stored within EverybodySmile's system, on their servers and will be used to email you only with information relevant to the client gallery you have accessed e.g. to inform you of a discount offer on gallery purchases. Any such emails sent to you will only be during the 12 month period for which the gallery is live. After 12 months has passed since a gallery was created it is automatically deleted and your personal data (email address) is completely removed from EverybodySmile.

Only Georgina Harrison will have access to your personal data (email address) stored on EverybodySmile's system on behalf of Georgina Harrison Photography. It will only be used as detailed above, will not be used for any other marketing purposes and will not be passed onto any third parties. Everybody's technical support team will have the means to access to your personal data (email address) but will never access or share this data other than by request from Georgina Harrison.

By logging into a Georgina Harrison Photography client gallery you are agreeing to opt in to receive relevant, gallery-specific emails as described above. Emails are automated so if you do not wish to receive such emails it is advised that you do not log into any Georgina Harrison Photography client galleries.

If you wish to request for your personal data (email address) to be deleted from EverybodySmile's servers, please email [georginaharrison@me.com](mailto:georginaharrison@me.com). EverybodySmile is compliant with the EU's GDPR.

#### **EXTERNAL WEBSITE LINKS & THIRD PARTIES**

Although we only look to include quality, safe and relevant external links, users are advised to adopt a policy of caution before clicking any external web links mentioned throughout this website.

We cannot guarantee or verify the contents of any externally linked website despite our best efforts. Users should therefore note that they click on external links at their own risk and we cannot be held liable for any damages or implications caused by visiting any external links mentioned.

#### **CLIENT DATA HELD ON FILE**

We take care over the processes around looking after personal data stored on our physical systems. Georgina Harrison Photography holds the following personal data of clients:

- i) names
- ii) addresses
- iii) phone numbers
- iv) run sheet information for your wedding date

within soft copy and sometimes hard copy contracts as well as soft copy wedding client 'day plan' documents. Soft copy contracts and day plans are safely stored within my password protected home office Mac and backed up to two encrypted external hard drives. Hard copy contracts are filed in my secure home office.

Client photos are safely stored within password protected home office Mac and backed up to encrypted external hard drives. An additional cloud copy of all images is stored on GDPR compliant Backblaze system.

Please note that it is important for me to store this information so that I can send you your goods that have been purchased and contracted.

## **CLIENTS AND WEDDING GUESTS CAPTURED IN PHOTOS**

Under GDPR legislation, a photograph may in some instances constitute a form of personal data where they can be processed to allow "the unique identification or authentication of a natural person". Georgina Harrison Photography will never photograph an individual as a means of unique identification or authentication unless consensually contracted to do so. Guests at weddings appear in photos taken by Georgina Harrison Photography as a part of the visual recording of the event in photos. Guests captured in portraits or in group photos do so as part of the event and their rights are protected by Georgina Harrison Photography as detailed in this privacy policy.

In terms of explicit GDPR compliance, Wedding clients and guests are photographed within the parameters of GDPR legislation on the basis of 'legitimate interests'. The taking of photographs of wedding guests when viewed as a form of processing personal data is necessary for the legitimate interests of Georgina Harrison Photography as a photography business unless there is a good reason to protect a given individual's personal data which overrides those legitimate interests.

Operating within the parameters of legitimate interests as laid out in GDPR legislation, the disproportionate effort involved in providing privacy policy information to all wedding guests at the event and the degree to which it would distract us from performing our job renders it infeasible to do. Wedding clients are therefore requested in their contract to direct their guests to read this privacy policy in advance of the event and to advise them to contact us in advance with any concerns around the processing of their personal data, namely being photographed.

## **SOCIAL MEDIA POLICY & USAGE**

Georgina Harrison adopts a safe and responsible Social Media Policy. While we may have official profiles on social media platforms users are advised to verify the authenticity of such profiles before engaging with, or sharing information with such profiles. We will never ask for personal details on social media platforms. Users are advised to conduct themselves appropriately when engaging with us on social media.

## **DISPLAY OF IMAGES**

We may display any photographs to promote Georgina Harrison Photography on the Georgina Harrison Photography website and blog, on social media, on wedding blogs, on wedding photography related websites, in exhibitions, in advertising, brochures, magazine articles and other such material, providing that the images used are used lawfully and without damage to Georgina Harrison Photography's client(s). The rights of the people captured in these photographs are protected by Georgina Harrison Photography as detailed in this privacy policy.