

## **GDPR and Privacy Policy**

This Privacy Policy outlines how James Dolan Photography complies with the GDPR (General Data Protection Regulation). This Policy explains how James Dolan Photography; collects, processes, manages and stores your personal details and what your rights are under GDPR and how they are adhered to.

### **Website use – james-dolan.co.uk**

James Dolan Photography is committed to safeguarding the privacy of its website users and its customers.

The Site uses a WordPress hosting platform through mochahost.com. Your data may be stored through WordPress.com's and mochahost.com's data storage, databases and their general applications. They store your data on secure servers behind a firewall.

The site utilises systems that are designed to prevent unauthorised access to any personal data you may submit on the Site. The Site maintains data accuracy and guarantees the correct use of the information under this statement. The systems used at The Site comply with the latest security standards and include necessary electronic, physical, and managerial procedures, which help to protect the information collected online and to ensure and guarantee its correct and safe use. Nevertheless, due to the fact that no data can be 100% free on the Internet, we cannot guarantee that any information submitted to us will be totally secure and safe. Users provide the information at their own risk. The Site constantly assesses and evaluates the abilities of new technologies in providing the additional protection of the information where possible.

The use of the James Dolan Photography does not require any personal information when you visit our Site. Should you wish to provide your personal details on the course of a product related enquiry or in transacting to receive additional information – any information you provide to us will be protected from unauthorised access and you will be informed of exactly how your information is to be used. The details below state the exact way in which information practices are handled by James Dolan Photography below;

### **Your Personal Information**

By Personal Information we are referring to a visitor's personal name, e-mail address and any other information they deem fit to provide. Personal Information can be gathered via an online contact form, by the posting of a comment in relation to content on the site, or by interacting with one of James Dolan Photography's Social Media platforms. Under no circumstances will any Personal Information be used for anything other than the reason it has been submitted for.

All correspondence to James Dolan Photography via email, social media, website, contact form, What's app, messenger are password protected and James Dolan Photography is solely responsible for the handling and managing of all personal data. Any Personal

Information obtained regarding an enquiry will be stored within the medium in which it was received.

All electronic devices where your Personal Information is stored, for example, mobile phone, tablet and desktop, all contain passwords. Images are stored on external hard drives which are password protected. Any paper documents where your Personal Information can be accessed are stored in a secure, private location only accessible by James Dolan Photography. James Dolan Photography may at times use an assistant, under these circumstances they will have access to your name and telephone number for the duration of the event. All paperwork with this Personal Information on will be destroyed after the event has been carried out.

Personal information shall not be shared with Third Party operators or websites, unless considered necessary when completing your transaction. James Dolan Photography may need to disclose Personal Information, when necessary, in the instance of insurance claim, or legal reason that may occur. Wherever possible James Dolan Photography will inform those affected prior to the release of Personal Information.

### **Communication with you**

James Dolan Photography will contact you regarding your enquiry, booking, to collect fees or monies owed, or as otherwise necessary. For these purposes we may contact you via email, telephone, text message, messenger and / or postal mail.

### **Images**

GDPR legislation states that a photograph may contain some form of personal data where they can be processed to allow “the unique identification or authentication of a natural person”. James Dolan Photography will never photograph an individual as a means of unique identification or authentication unless contracted to do so. Guests at events, where James Dolan Photography has been contracted to capture images, appear in photos taken by James Dolan Photography as a part of the documentation of the event. Guests captured in portraits or in group photos do so as part of the event and their rights are protected by James Dolan Photography as detailed in this Privacy Policy.

In terms of explicit GDPR compliance, clients and guests are photographed within the parameters of GDPR legislation on the basis of ‘legitimate interests’. The taking of photographs of guests when viewed as a form of processing personal data is necessary for the legitimate interests of James Dolan 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 guests at the event and the degree to which it would distract us from performing our job renders it infeasible to do. Booking 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.

We may display any photographs to promote James Dolan Photography on our website, blog, on social media, on 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 James Dolan Photography's client(s). The rights of the people captured in these photographs are protected by James Dolan Photography as detailed in this Privacy Policy.

James Dolan Photography retains the full copyright of any photographs produced.

### **Your Right to Access information or Withdraw your Data**

Anyone photographed by James Dolan Photography, whether a client or guest, and whether past or current may withdraw consent for a photograph in which they appear to be displayed. The process for this is to email specifying the photo in question. After the request has been made, James Dolan Photography will take the necessary steps to remove the image online.

You have the right to contact James Dolan Photography at anytime and ask to view the Personal Information that the business has stored on you. You have the right to ask to have such information deleted or removed. If you would like access to your stored data please contact James at [jamesdolanphotography@gmail.com](mailto:jamesdolanphotography@gmail.com)

### **External Website Links and Third Parties**

This statement covers all areas in which Personal Information has been received according to information collection practices on [www.james-dolan.co.uk](http://www.james-dolan.co.uk). Links located at the Site may be to and from other internet sites, including but not limited to the sites affiliated to the Site. The Site does not hold any responsibility for the privacy policies or content of all the other websites that it may link to. We encourage you to review the Privacy Policy and Terms of Use of any Third Party company we may link to – prior to deciding to submit your personal information on other such sites.

### **Right to amend our Privacy Statement**

James Dolan Photography reserves the right to amend this Privacy Policy at any time. Changes shall be effective right upon posting up on the Site. Last updated September 2019.

### **Questions – Contact Us**

If you have any questions or concerns about this Statement, you are invited to contact us at email: [jamesdolanphotography@gmail.com](mailto:jamesdolanphotography@gmail.com)