

PROTECTION OF YOUR PERSONAL DATA

John Wood Photography is committed to being a trusted and responsible partner for all of its valued clients. This means that we are committed to operating in an open and transparent manner and in compliance with applicable laws and regulations, including providing our clients with up-to-date information about our collection and use of personal data.

We encourage you to read our Data Privacy Statement which details, among other things, what personal data we process about you and for what purposes. It also summarises what your rights are when it comes to this data.

DATA PRIVACY STATEMENT

We would like to provide you with information about what information about you (your “personal data”) we collect, what we use it for, with whom we share it and what rights you have.

The types of personal data we collect:

A) Contact information - such as name, address, phone number, email address, date of birth, gender, business name, job title; profession, payment information, information about your preferences and interests.

B) Information about the services / products you receive.

C) Consumer satisfaction and feedback data - such as the results of customer satisfaction and feedback surveys;

D) Data collected when you are visiting our website - such as data collected through cookies and other automatically collected data to provide you with our websites, or information that you provide us with when visiting our websites (such as through contact forms etc.);

How we collect personal data:

- from you or your representative(s) when contacting us, booking our photographic services, ordering photographic products or services, visiting our website, providing feedback about the service you have received;
- from third party providers, suppliers and partners;
- from publicly available sources;

You may choose not to provide certain types of personal data to us. If you choose to do so, this may affect our ability to provide you with, and your ability to make use of, certain services. However, unless otherwise specified, your choice not to provide such information will not result in legal consequences for you.

We may also combine the personal data you provide to us with other information collected online or offline to the extent permitted by applicable laws, including information provided by third parties, and use or share it for the purposes described in this Data Privacy Statement. We may

anonymise the information we collect (meaning that it can no longer be associated to you and hence no longer constitutes personal data).

Why we process your personal data and the legal basis for the processing

We may use your personal data for the following purposes (collectively “Processing Purposes”):

Processing Purposes	Type(s) of personal data	Legal basis
To provide you with services you have requested / enquired about	Types A, B, C, D above	Fulfilment of contract; communicating with you. This may include responding to emails or calls from you.
To evaluate your feedback when you rate and review our services	Type A, B, C above	Legitimate interest of improving our services.
To communicate with you about your booking / services received and similar customer service related activities	Types A, B, C, D above	Fulfilment of contract or other legitimate purpose, such as to keep you informed about your booking / services received or account
To assist in the development, testing, enhancement and modifications of our services / products	Types C as above	Legitimate interest to enhance and modify our services.
To provide you with administrative notices such as user guidance relating to your products ordered or account	Types A, B above	Fulfilment of contract
To send you marketing communications	Your contact information (type A and B above)	Consent or Legitimate interest to inform you about our products and services.

Internal business purposes, including security, analytics, audit, and for our core operational activities	Types A, B, C, D above	Legitimate interest to facilitate and enable us to fulfil our internal and regulatory business purposes.
To manage and operate our websites and applications, including online registration / contact forms	Types A, B, C, D above	Fulfilment of contract or other legitimate interest such as enhancing user experience.
In the event of a contemplated or actual reorganisation, merger, acquisition, sale, joint venture, assignment or other disposition of all or any portion of our business and assets	Types A, B, C, D above	Legitimate interest to facilitate and/or enable the contemplated or actual reorganisation, merger, acquisition, sale, joint venture, assignment or other disposition of all or any portion of our business or assets.

Your consent

Where the processing activity is based on your consent, you have the right to withdraw your consent at any time. The revocation of your consent will however not affect the lawfulness of any processing based on your consent before its withdrawal.

Information that we share

For the Processing purposes set out above, we may share or disclose your personal data:

- As required by law, to comply with legal process and/or to respond to requests from public and government authorities;
- To provide you with the services / products you have requested
- To enforce our terms and conditions; or
- To protect our rights.

When sharing personal data with a third party, John Wood Photography requires that such third party agrees to protect and handle your personal data in accordance with all legal, regulatory and contractual obligations, or other instructions we provide to them.

Your choices regarding marketing and information

You have certain choices regarding how we use and share your personal data for marketing and similar purposes. Subject to your consent, John Wood Photography may send you information about our services. The communication may be sent via different channels: email, phone, SMS, post. We would like to provide you with the best experience, therefore the communication might be tailored based on the data collected and your preferences.

Where required by law, we will obtain your prior consent. You may withdraw your consent to marketing at any time. For example, you can unsubscribe from messages by notifying us accordingly and we will update our records with your preferences.

If you choose not to receive marketing communications, your personal data may still be used for the other purposes described in this Data Privacy Statement, such as communicating with you for administrative purposes as part of the contractual relationship we have with you or where required by law.

Your rights under EU/EEA law

If you are located in the EU/EEA, or if your personal data is otherwise being processed by John Wood Photography within the EU/EEA, you have the following rights:

- A. Request access to your personal data;
- B. Rectification of your personal data;
- C. Request the erasure of your personal data;
- D. Restrict the processing of your personal data;
- E. Request that your personal data be provided in a format that can be transferred to you or another organisation (portability);
- F. Object to the processing of your personal data; and
- G. Lodge a complaint with the competent supervisory authority.

If you have any questions regarding these rights, or if you would like to exercise any of these rights, you may do so in writing, by phone or via email.

Please note that exercising these rights may impact our ability to provide you with certain services.

Security of your personal data

John Wood Photography will take appropriate technical and organisational measures in line with applicable data protection laws, including requiring our service providers, business partners or professional advisors to use appropriate measures to protect your personal data.

We take reasonable steps to put in place appropriate physical, electronic, and procedural safeguards to protect the integrity and security of personal information about you and to prevent unauthorised or unlawful processing of personal information and the accidental loss, destruction, or damage to personal information. These measures include internal reviews of our data collection, storage and processing practices and security measures (Strong password protection

and in certain areas industry standard SSL-encryption to protect data transmissions), as well as physical security measures to guard against unauthorised access to systems where we store data.

However, data transmissions over the Internet and methods of electronic storage are not 100% secure. Consequently, we cannot guarantee or warrant the security of any information you transmit to us and you do so at your own risk.

Storage of your personal data

We will store your personal data for as long as may be required by law, or as required under any contract. If there is no legal requirement, we will retain information about you only for so long as is necessary for the purpose/s for which it was collected.

International transfers

We may store your personal data in the European Union (EU) or in the European Economic Area (EEA) or other locations where we or our service providers and suppliers are located or have servers.

We may transfer your information between John Wood Photography or transfer information to our international third party service providers and suppliers acting on our behalf, for the purposes described in this Data Privacy Statement.

Specific information to citizens of the EU/EEA with regard to international transfers

Your information may be transferred to a country outside of the EU/EEA which may not provide the equivalent level of data protection as the EU/EEA. We provide appropriate safeguards and protections for such cross-border transfers as required by law.

Other websites

Our website contains links to other websites. This privacy policy only applies to this website so when you link to other websites you should read their own privacy policies.

How to contact us

The controller of your personal data is John Wood Photography

If you want to exercise your data subject rights or if you have any other questions concerning this Data Privacy Statement, please submit your request to john@johnwoodphotography.co.uk

For your information, the Data Protection Officer's contact references are:

John Wood Photography

Data Protection Officer

79 Gallows Hill Lane

Abbots Langley

Hertfordshire

WD5 0DD

www.johnwoodphotography.co.uk/privacy

Updates to this Data Privacy Statement

We may update this Data Privacy Statement. Any changes to this Data Privacy Statement will become effective as of the date it is published, or as otherwise required by law.