

K L Photographers  
Registered Office: 128 Boroughbridge Road, York YO26 6AL  
Telephone number: 01904 792 338

## **Privacy Notice**

When you contact K L Photographers, the information you provide (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible to contact you and respond to your correspondence, provide information, send invoices and receipts relating to your agreement. Your personal information will not be shared with any third party without your prior consent.

### **When you contact us**

The information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored to enable us to contact you and respond to your correspondence, provide information regarding our services. Your personal information will be not shared or provided to any other third party.

### **The Trustees Right to Process Information**

General Data Protection Regulations Article 6 (1) (a) (b) and (e)

Processing is with consent of the data subject or

Processing is necessary for compliance with a legal obligation or

Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

### **Information Security**

K L Photographers has a duty to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate measures.

We will only keep your data for the purpose it was collected for and only for as long as is necessary. After which time it will be deleted. (You may request the deletion of your data held by K L Photographers at any time).

### **Access to Information**

You have the right to request access to the information we have on you. You can do this by contacting our Data Information Officer: (S Rivoira 01904 792 338)

### **Information Correction**

If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact: (S Rivoira 01904 792 338) to request this.

### **Information Deletion**

If you wish K L Photographers to delete the information about you please contact: (S Rivoira 01904 792 338) to request this.

### **Website Visitors**

When someone visits our website [www.klphoto.co.uk](http://www.klphoto.co.uk) we use a third party service, Google Analytics, to collect standard internet log information and details of visitor behavior patterns. We only do this to see things such as the number of visitors to the various parts of the site. This information is only processed in a way which does

not identify anyone. We do not make, and do not authorize Google to make any attempt to find out the identities of those visiting our website. If we do want to collect personally identifiable information through our website, we will place a warning on the site. We will make it clear when we collect personal information and will explain what we intend to do with it.

### **Right to Object**

If you believe that your data is not being processed for the purpose it has been collected for, you may object: Please contact S Rivoira 01904 792 338 to object.

### **Rights Related to Automated Decision Making and Profiling**

K L Photographers does not use any form of automated decision making or the profiling of individual personal data.

### **Complaints**

If you have a complaint regarding the way your personal data has been processed you may make a complaint to K L Photographers Information Officer: (S Rivoira 01904 792 338) and the Information Commissioners Office [casework@ico.org.uk](mailto:casework@ico.org.uk) Tel: 0303 123 1113

**Summary:** In accordance with the law, K L Photographers only collect a limited amount of information about you that is necessary for correspondence, information and service provision. K L Photographers do not use profiling, we do not sell or pass your data to third parties. K L Photographers do not use your data for purposes other than those specified K L Photographers will make sure your data is stored securely. K L Photographers delete all information deemed to be no longer necessary. K L Photographers constantly review our Privacy Policy to keep it up to date in protecting your data. (You can request a copy of our policy at any time).