# Privacy Policy

### What information is being collected?

We collect a variety of information before, during and after you book with Vicky Leanne Photography Ltd and use any of our services. This includes Names, addresses and contact information of the person(s) placing an order with us and of the person(s) using our services. Names of all participants of a photo shoot

Details and notes taken during a photo session or service to help us remember important details.

If you E-mail us or send us messages via social media, these messages are stored within our email or social media accounts and are stored for as long as practical to provide future services.

#### Who is collecting the data?

The data is being collected by Vicky Leanne Photography Ltd, 101 Market Street, Atherton, Manchester, M46 0DA

#### How is is being collected?

The majority of our data is collected directly from you. It may be from filling a form out online, face to face, by telephone, email or message. In some cases data may be given to us by a third party. This includes if someone purchases a voucher for you, they will normally give us your details to allow us to process their order, and provide our service to you. Or through wedding fairs with your details given from the organiser.

#### Why is it being collected?

Why is in being contected:
Most of the data we collect is solely for the purpose of providing you with a service you have ordered or had ordered for you.
We are required by law to collect and store some of the information relating to any order you place with us.

### How will it be used?

Data we collect will be used to enable us to provide our services and products to you.

E- mail addresses may be used to send offers and information about upcoming promotions. These can be unsubsribed to at any time.

We may use your images on Social media, our website, for marketing purposes and promotion, flyers, business cards, publications, prints etc.

You are free at anytime to refuse the use of these images.

### Who will your information be shared with?

We do not sell your data to third party organisations. There are a few scenarios where some of your data may be shared to allow us to provide services. These include Delivery and postage services, Law enforcement and legal requirements.

### How long is the data stored?

Most data is stored indefinately. This is to allow us to provide a better service to you as a customer in the future.

## Access to storred data

If you have any questions about data we hold about you, please feel free to contact us. You may request a copy of the data we store about you and we will comply with any requests as per the guidance of the Information Commissioner's Office.

### Our details

The Managing Director of the business is Vicky Fitzmaurice, trading as Vicky Leanne Photography Ltd. 101 Market Street, Atherton, Manchester. M46 0DA