

DATA PRIVACY NOTICE Martin Stacey Photography (The Company).

1. Your personal data - what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

2. Who are we?

Martin Stacey Photography the data controllers. This means it decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

The company complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

- To enable us to provide the information and services you have requested from us.
- To maintain our own accounts and records
- To inform you of news, events, activities and services of The Company.

4. What is the legal basis for processing your personal data?

- Explicit consent of the data subject so that we can keep you informed about news, events, activities and services.
- Processing is necessary for carrying out legal obligations in relation to law, or any agreement or contract between us;
- there is no disclosure to a third party without consent

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with 3rd parties when required by law or when required in order to fulfil our contract with you.

6. How long do we keep your personal data?

We keep data to complete our contract with you and for upto 5 years after completion of contract or as otherwise dictated by law.

7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which we hold.
- The right to request that we amend any personal data if it is found to be inaccurate or out of date; delete any data we hold about you if we are no longer required by law to keep it.
- The right to withdraw your consent to the processing at any time
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data, (where applicable)
- The right to lodge a complaint with the Information Commissioners Office.

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

9. Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact Martin Stacey Photography via the contact details found on our website www.martinstaceyphotography.co.uk

