

## HALLETT PHOTOGRAPHY PRIVACY POLICY

### **What information do we collect?**

We ask that your child's name and school be written on your paper order envelopes. We ask that email addresses be provided when wishing to receive images this way.

If ordering through our website we ask for your name, address and email to set up your online account. We retain information on your previous orders on your account.

### **What do we do with the information that you have given us?**

In order to produce your order relevant information is shared in a secure manner with our partner printing laboratory Richards Photoprint. We will not send any personal information to third parties. As required by the Data Protection Act 1998 all images are held securely and anonymously. Photographs are transferred to our secure hard drive and cleared from camera memory cards.

We do not retain any information provided by you on your order envelope and the envelopes are returned to you with your order. This information is only used to aid us to fulfil the correct order for each child and allows us to deal efficiently with any queries that may arise.

Order information and contact details of groups/schools as a whole are held only to provide an audit trail confirming and validating the purchaser's identity, and to provide notification of upcoming appointments.

We DO NOT hold or store any card payment details, all payments for orders on our website are processed and provided by PROTX (an external Payment Service Provider) [www.protx.com](http://www.protx.com). Our website does not use cookies.

## **Your consent**

By using our services you consent to the collection, storage and processing of your personal information by us in the manner set out in this privacy policy. Any updates to the policy will be posted here.