

PRIVACY POLICY

We take your privacy very seriously and we ask that you read this privacy policy carefully as it contains important information on who we are, how and why we collect, store, use and share personal information, your rights in relation to your personal information and how to contact us and supervisory authorities in the event you have a complaint.

WHO WE ARE

Mark Flynn Photography is the operator of the website www.markflynnphotography.com, and the host is Zenfolio.com. We collect, use and are responsible for certain information about you. When we do so, we are regulated under the General Data Protection Regulation which applies across the European Union (including the United Kingdom) and we are responsible as 'controller' of that personal information for the purposes of those laws. The person responsible for how we handle personal information is Mark Flynn, mfphoto@btinternet.com.

THE PERSONAL INFORMATION WE COLLECT AND USE

Personal information provided by you

In the course of operating our business, we collect personal information when you provide it to us, such as your name, postal address, email address, phone numbers and payment details.

We also collect personal information from you if you apply for a job with us or work for us for any period of time. In this context, personal information we gather may include: contact details, financial and payment details, details of education, qualifications and skills, marital status, nationality, NI number, job title, and CV.

Personal information provided by third parties

Occasionally we may receive information about you from other sources (such as references), which we will add to the information we already hold about you in order to help us provide services to you. If you apply for a job with us, we may receive information from the people who provide references.

Personal information about other individuals

If you give us information on behalf of someone else as an alternate contact, referee or next of kin, you confirm that the other person has agreed that you can:

- give consent on his/her behalf to the processing of his/her personal data;
- receive on his/her behalf any data protection notices;

HOW AND WHEN DO WE COLLECT INFORMATION FROM YOU?

We gather information directly from you when you contact us via phone or email and when you take up our services. Our website also uses cookies (see our **Cookie Policy**) and collects IP addresses (which means a number that can uniquely identify a specific computer or other device on the internet). We also collect personal information when you send us feedback and enable us to post your photos on our site and our social media channels.

To find out more about how we collect and process personal information click **Reasons we can Collect and use your Personal Information.**

WHEN WE WILL CONTACT ANOTHER PERSON ABOUT YOU?

If you provide us with details of any other person we can contact to discuss your order, we may contact that person and discuss and share the details of your order with that person and deal with that person in relation to your order as if that person was you. We may particularly want to do this if we are unable to get in touch with you for any reason. If you change your mind, you can email us at mfphoto@btinternet.com.

If you provide us the details of a person who we can contact for a job reference, we may contact that person in connection with your job application.

WHO YOUR INFORMATION MAY BE SHARED WITH

We may disclose your personal data to:

- any person or agency if we need to share that information to comply with the law or to enforce any agreement we may have with you or to protect the health and safety of any person;
- any person who you have named as a person we can contact to discuss your account;
- any person who we are negotiating with as a potential buyer of our business or property or if we are proposing to merge our business with another business;
- Credit card associations if specifically required.

If we use an outside party to process your information, we will require them to comply with our instructions in connection with the services they provide for us and not for their own business purposes.

KEEPING YOUR PERSONAL INFORMATION SECURE

We have appropriate security measures in place to prevent personal information from being accidentally lost or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those people processing your information will do so only in an authorised manner and are subject to a duty of confidentiality. For more information see [Safeguarding your Personal Information](#).

TRANSFERS OF YOUR PERSONAL INFORMATION OUT OF THE EEA

Zenfolio.com who host our website are an international specialist in the production of photography websites and as such are recognised as the No1 provider.

Based in San Francisco Zenfolio uses standard industry security practices to protect your personal information including Secure Socket Layer (SSL) transmission technology for all sensitive information exchanges. This technology encrypts information you send us to avoid it being intercepted before reaching our secure HTTPS servers.

They follow generally accepted industry standards, including physical, electronic and managerial safeguards to protect the personal information submitted to us from unauthorized access or disclosure, both during transmission and once we receive it. These safeguards are regularly reviewed to protect against unauthorized access, disclosure and improper use of your information, and to maintain the accuracy and integrity of that data. To find out more about Zenfolio and how they keep your information safe please go to their [Privacy Policy](https://en.zenfolio.com/uk/privacy) here: <https://en.zenfolio.com/uk/privacy>

HOW LONG DO WE KEEP YOUR PERSONAL INFORMATION?

We will usually hold your personal information as a customer or employee on our system for the period we are required to retain this information by applicable UK law, currently 12 years from the end of our contract (Customer) or 6 years (employee) or 6 months after any unsuccessful job application, unless you have told us you want us to delete the information earlier (For more information see [“What rights do you have”](#)). We do keep some photos longer than 12 years but most are deleted after 1 year, however they do not have any personal identifying factors linked to them.

CHANGES TO THE PRIVACY POLICY

This Privacy Policy was published on 14th June 2018 and last updated on 15th June. We may change this Privacy Policy from time to time. You should check this policy occasionally to ensure you are aware of the most recent version.

DO YOU NEED EXTRA HELP?

If you would like this policy in another format (for example: audio, large print, braille) please contact us at mfphoto@btinternet.com.