GDPR and Privacy Policy

This Privacy Policy outlines how Parveen Thethy Photography (rereferred in this document as 'we' 'our' or 'I') comply with the GDPR (General Data Protection Regulation). This Policy explains how we collect, processes, manage and store your personal details and what your rights are under GDPR and how they are adhered to.

Website use - parveenthethy.com (Site)

We are committed to safeguarding the privacy of its website users and its customers.

Our company is hosted on the Wix.com platform. Wix.com provides us with the online platform that allows us to sell our products and services to you. Your data may be stored through Wix.com's data storage, databases and the general Wix.com applications. They store your data on secure servers behind a firewall.

Nevertheless, due to the fact that no data can be 100% free on the Internet, we cannot guarantee that any information submitted to us will be totally secure and safe if the visitors click on links to any third-party websites from this site, which may have a different Privacy Policy to us.

We do not require any personal information when you visit our Site. Should you wish to provide your personal details on the course of a service, a product related enquiry or in transacting to receive additional information – any information you provide to us will be protected from unauthorised access. The details below state the exact way in which information practices are handled at our website.

How we collect information

When you conduct a transaction on our website, as part of the process, we collect personal information you give us such as your name, address and email address. Your personal information will be used for the specific reasons stated above only.

Why we collect such personal information

We collect such Non-personal and Personal Information for the following purposes:

- To provide and operate the Services;
- To provide our Users with ongoing customer assistance and technical support;
- To be able to contact our Visitors and Users with general or personalized service-related notices and promotional messages;
- To create aggregated statistical data and other aggregated and/or inferred Non-personal Information, which we or our business partners may use to provide and improve our respective services;
- To comply with any applicable laws and regulations.

What type of information do we collect

We receive, collect and store any information you enter on our website or provide us in any other way. In addition, we collect the Internet protocol (IP) address used to connect your computer to the Internet; login; e-mail address; password; computer and connection information and purchase history. We may use software tools to measure and collect session information, including page response times, length of visits to certain pages, page interaction information, and methods used to browse away from the page. We also collect personally identifiable information (including name, email, password, communications); payment details (including credit card information), comments, feedback, product reviews, recommendations, and personal profile.

Please note that the third-party services, such as Google Analytics or other applications offered through the Wix App Market, placing cookies or utilizing other tracking technologies through Wix's services, may have their own policies regarding how they collect and store information. As these are external services, such practices are not covered by the Wix Privacy Policy. To find out more about cookies, please visit <u>www.allaboutcookies/org</u>

Click <u>here</u> to view which cookies are stored on our site visitors' computer.

Your Personal Information

By Personal Information we are referring to a visitor's personal name, e-mail address and any other information they deem fit to provide. Personal Information can be gathered via an online contact form, by the posting of a comment in relation to content on the site, or by interacting with one of our Social Media platforms (Facebook, Instagram, Pinterest). We may also request Personal Information when hosting a competition whereby applicants must apply to participate.

Under no circumstances will any Personal Information be used for anything other than the reason it has been submitted for. We reserve the right to use any Personal Information for promotion administration purposes, including but not limited to verification and notification of winners as applicable.

All correspondence to us via email, social media, website, contact form, WhatsApp, messenger are password protected and we are solely responsible for the handling and managing of all personal data.

Any Personal Information obtained regarding an enquiry will be stored within the medium in which it was received and, unless a booking is complete, all Personal Information will be anonymised prior to the date of the event or six months after final contact is made (whichever is later). Where a booking is made, relevant Personal Information provided by the client will be stored for a period of ten (10) years after the date of the event.

All electronic devices where your Personal Information and images are stored, for example, mobile phone, tablet and desktop, hard drives; are passwords protected. Any paper documents where your Personal Information can be accessed are stored in a secure, private location only accessible by Parveen Thethy.

Parveen Thethy may at times use an assistant or a second shooter, under these circumstances they will have access to your name and telephone number for the duration of the event. All paperwork with this Personal Information will be destroyed after the event has been carried out.

Personal information shall not be shared with Third Party operators or websites, unless considered necessary when completing your transaction. For example, I may use Wix.com as a means to distribute final photographs to clients; I will use your name and images to complete this order.

This Site holds no responsibility for privacy policies on other sites.

Parveen Thethy may need to disclose Personal Information, when necessary, in the instance of insurance claim, or legal reason that may occur. Wherever possible I will inform those affected prior to the release of Personal Information.

Payments - All direct payment gateways offered by Wix.com and used by our company adhere to the standards set by PCI-DSS as managed by the PCI Security Standards Council, which is a joint effort of brands like Visa, MasterCard, American Express and Discover. PCI-DSS requirements help ensure the secure handling of credit card information by our store and its service providers.

How do we communication with you

We will contact you regarding your enquiry, booking, to collect fees or monies owed, or as otherwise necessary. For these purposes we may contact you via email, telephone, text message, WhatsApp, messenger and / or postal mail.

We may occasionally contact you to notify you regarding your account, to troubleshoot problems with your account, to resolve a dispute, to collect fees or monies owed, to poll your opinions through surveys or questionnaires, to send updates about our company, or as otherwise necessary to contact you to enforce our User Agreement, applicable national laws, and any agreement we may have with you. For these purposes we may contact you via email, telephone, text messages, messenger, WhatsApp and postal mail.

Images

GDPR legislation states that a photograph may contain some form of personal data where they can be processed to allow "the unique identification or authentication of a natural person". I will never photograph an individual as a means of unique identification or authentication unless contracted to do so. Guests at events, where Parveen Thethy Photography has been contracted to capture images, appear in photos taken by me as a part of the documentation of the event. Guests captured in portraits or in group photos do so as part of the event and their rights are protected by Parveen Thethy Photography as detailed in this Privacy Policy.

In terms of explicit GDPR compliance, clients and guests are photographed within the parameters of GDPR legislation on the basis of 'legitimate interests. The taking of photographs of guests when viewed as a form of processing personal data is necessary for the legitimate interests of Parveen Thethy Photography as a photography business unless there is a good reason to protect a given individual's personal data which overrides those legitimate interests.

Operating within the parameters of legitimate interests as laid out in GDPR legislation, the disproportionate effort involved in providing Privacy Policy

information to all guests at the event and the degree to which it would distract us from performing our job renders it infeasible to do. Booking clients are therefore requested in their contract to direct their guests to read this Privacy Policy in advance of the event and to advise them to contact us in advance with any concerns around the processing of their personal data, namely being photographed.

We may display any photographs to promote Parveen Thethy Photography on our website, blog, on social media, on photography related websites, in exhibitions, in advertising, brochures, magazine articles and other such material, providing that the images used are used lawfully and without damage to Parveen Thethy Photography's client(s). The rights of the people captured in these photographs are protected by Parveen Thethy as detailed in this Privacy Policy.

Parveen Thethy retains the full copyright of any photographs produced.

Your Right to Access information or Withdraw your Data

Anyone photographed by Parveen Thethy Photography, whether a client or guest, and whether past or current may withdraw consent for a photograph in which they appear to be displayed. The process for this is to email specifying the photo in question. After the request has been made, Parveen Thethy Photography will take the necessary step to remove the image online.

You have the right to contact Parveen Thethy Photography at any time and ask to view the Personal Information that the business has stored on you. You have the right to ask to have such information deleted or removed. If you would like access to your stored data please contact Parveen at info@parveenthethy.com

If you don't want us to process your data anymore, please contact me at parveenthethy@hotmail.com

Privacy policy updates

We reserve the right to modify this privacy policy at any time, so please review it frequently. Changes and clarifications will take effect immediately upon their posting on the website. If we make material changes to this policy, we will notify you here that it has been updated, so that you are aware of what information we

collect, how we use it, and under what circumstances, if any, we use and/or disclose it.

Questions and your contact information

If you would like to: access, correct, amend or delete any personal information we have about you, you are invited to contact us at info@parveenthethy.com

External Website Links and Third Parties

This statement covers all areas in which Personal Information has been received according to information collection practices on www.parveen thethy.com. Links located at the Site may be to and from other internet sites, including but not limited to the sites affiliated to the Site. The Site does not hold any responsibility for the privacy policies or content of all the other websites that it may link to. We encourage you to review the Privacy Policy and Terms of Use of any Third-Party company we may link to – prior to deciding to submit your personal information on other such sites.

Right to amend our Privacy Statement

Parveen Thethy reserves the right to amend this Privacy Policy at any time. Changes shall be effective right upon posting up on the Site. Last updated March 2020

Questions

If you have any questions or concerns about this Statement, you are invited to contact us by email on <u>parveenthethy@hotmail.com</u>