



# PRIVACY NOTICE

Tulip Photography are committed to protecting your privacy.

## Personal Data

Any personal data that we collect from you, or is provided to us by you, or provided to us by any other sources will be respected and protected.

## Information you provide

Information you provide to us by completing our paper forms, registering and ordering via our website or by contacting us via email, phone or any other routes will be used by us to process an order or respond to a query. This information may include your name, address, child's name, class, your email, phone numbers and payment information.

We only use the information provided to us to process an order, fulfil a contract or respond to a query. We ask for this information so that we can fulfil and meet your requests, if you do not provide all or part of the information requested then we may not be able to fulfil your request or contract.

By placing an order via form, online, phone or by post you are providing consent for us to process your data in order for us to fulfil an order.

## Storage of Personal Data

Any data provided to us will be stored on our servers or those of our service providers. Data will not be transferred to or stored outside the EEA.

If you have registered online and entered a password, you are responsible for keeping this password confidential as this password is required to enter your online account.

Personal data will be stored for as long as is needed for accounting and processing purposes. Paper orders are stored for a maximum of 8 months, online orders are stored on secure servers by our online provider indefinitely (Got Photo and Stripe). Images are stored securely on our servers for a maximum of 8 months, then securely stored offline for up to 7 years.

## Your Rights

You have the right to ask us to not process your personal data, which means that we will not be able to fulfil an order or a contract.

You have the right to ask us what data we hold about you, if it is correct and if you wish us to delete any data.

Any requests must be received by email to [info@tulip-photo.com](mailto:info@tulip-photo.com). We may contact you to provide further information to verify your identity and any such request.

At no time do we share or pass on any personal data to third parties (unless they are a service provider and the information is required to process or fulfil an order or contract).

Your personal data will not be used for marketing purposes and we will never contact you to market any of our products or services, this includes by phone or email.

## Changes to this Privacy Policy

We may make changes to this policy in the future to ensure that we meet any obligations required by us.

## Questions?

If you have any questions or comments with regard to this policy then they should be emailed to [info@tulip-photo.com](mailto:info@tulip-photo.com) or posted to *Tulip Photography, Unit 5, Gilda Buildings, Winterstoke Road, Weston-super-Mare, BS23 3YS.*