



## Data Privacy Policy

At Georgina Bottriell Photography, I am committed to protecting and respecting your privacy. This Policy explains when and why I collect personal information about people who visit my website or engage my services, how I use it and how I keep it secure. I may change this Policy from time to time so please check this page occasionally to ensure that you're happy with any changes. By using my website, you're agreeing to be bound by this Policy.

Any questions regarding this Policy should be sent by email to [info@georginabottriell.com](mailto:info@georginabottriell.com) or by writing to Georgina Bottriell Photography, 32 Queens Road, Ryde, Isle of Wight. PO33 3BQ. Alternatively, you can telephone 01983 615297.

### Who am I?

I am Georgina Bottriell Photography, a photography business specialising in Wedding and Portrait Photography. The registered address of Georgina Bottriell Photography is 32 Queens Road, Ryde, Isle of Wight. PO33 3BQ.

### How do I collect, store and use your personal information ?

I obtain information about you when you submit an enquiry under the contact tab on my website using an online form. When you make an enquiry through my website, I will ask for your name and email address purely so I can communicate with you. When we have our consultation, I will need further information; like phone numbers and some details about the wedding day itself so we know what to expect. I store your email address and any other information safely in digital form on a secure encrypted computer. This information is never shared. Any information that is collected and referred to from paper is scanned into digital form and securely stored; the paper is then destroyed six years after your wedding, event or session. This personal data will never be sold on to a third party and I don't send out newsletters or marketing material with offers or discounts, so your information is in safe hands. The data is purely used for communication purposes only.



## Who has access to your information?

I am the only person with access to your information. Your personal data will never be passed on to a third party.

## How you can access and update your information ?

The accuracy of your information is important to me. I am working on ways to make it easier for you to review and correct the information that I hold about you. In the meantime, if you change email address, or any of the other information I hold is inaccurate or out of date, please email me at [info@georginabottriell.com](mailto:info@georginabottriell.com) or write to me at: Georgina Bottriell Photography, 32 Queens Road, Ryde, Isle of Wight. PO33 3BQ.

You have the right to ask for a copy of the information Georgina Bottriell Photography hold about you.

## Website Security

My website is SSL secured, so when data is entered onto my site please be ensured that your data is safe. SSL (Secure Sockets Layer) is the standard security technology for establishing an encrypted link between a web server and a browser. This link ensures that all data passed between the web server and browsers remain private and integral. When the "s" does not appear in a web address (so "http" as opposed to "https") data is not encrypted, and it can be intercepted by third parties to gather data being passed between the two systems. However my website does have the "s" in it and is secure. When someone visits [www.georginabottriell.com](http://www.georginabottriell.com), I use a third party service, Google Analytics, to collect standard internet log information and details of visitor behaviour patterns. I do this to find out things such as the number of visitors to the various parts of the site. This information is only processed in a way which does not identify anyone. I do not make and do not allow Google to make any attempt to find out the identities of those visiting my website.



## Links to other Websites

Our website may contain links to other websites run by other organisations. This privacy policy applies only to my website, so I encourage you to read the privacy statements on the other websites you visit. I cannot be responsible for the privacy policies and practices of other sites even if you access them using links from my website. In addition, if you linked to my website from a third party site, I cannot be responsible for the privacy policies and practices of the owners and operators of that third party site and recommend that you check the policy of that third party site.

## Cookies

Like many other websites, the Georgina Bottrill Photography website uses cookies. 'Cookies' are small pieces of information sent by an organisation to your computer and stored on your hard drive to allow that website to recognise you when you visit. They collect statistical data about your browsing actions and patterns and do not identify you as an individual. This helps me to improve my website and deliver a more personalised service. It is possible to switch off cookies by setting your browser preferences. For more information on how to switch off cookies on your computer, please visit <https://support.google.com/accounts/answer/61416?co=GENIE.Platform%3DDesktop&hl=en> . Turning cookies off may result in a loss of functionality when using our website. Please see the table below to see the Cookies I use on my website.

Cookie name	Life Span	Purpose
svSession	Permanent	Creates activities and BI
hs	Session	Security
incap_ses_\${Proxy-ID}_\${Site-ID}	Session	Security
incap_visid_\${Proxy-ID}_\${Site-ID}	Session	Security
nlbi_{ID}	Persistent cookie	Security
XSRF-TOKEN	Persistent cookie	Security
smSession	Two weeks	Identify logged in site members



## Your Photos, Permissions and Requests for Privacy

I have never or will in the future sell any photos taken by Georgina Bottriell Photography for weddings and portraits to a third party. I have and will only ever use them to promote my business as often this is an influencing factor in why Georgina Bottriell Photography is booked for weddings and photo sessions; this promotion is made up of features on my website, blog, magazine articles, adverts and on social media accounts (Facebook, Instagram and Twitter). I send out an email after each client session asking each clients' express permission to use a photograph. I do not use any pictures that I have not had written permission for.

Due to the legal nature of photography, all work completed by Georgina Bottriell Photography is copyrighted property, however they also are your photos. Georgina Bottriell Photography does not share every photo session that I shoot; one of the main reasons being that people have opted out as they don't want their photos on the internet. Georgina Bottriell Photography absolutely respect people's requests for privacy. Georgina Bottriell Photography store all of your photos on removable hard drives, which are unplugged when they are not being used and kept in a safe location.

## Review of this Policy

I keep this Policy under regular review. This Policy was last updated in May 2018.