



# PRIVACY POLICY

Personal information is held within Jade Tinkler Photography by way of photographic portraits (digital files, sample products, marketing material, prints), video footage (of photo shoots, interviews, feedback), emails and social media messages to and from the client, information stored in a database, and paper copies of consent forms.

We retain photographs for a maximum of 1 year, unless being used within the business's marketing (i.e. on website), after which they are deleted.

We retain data and consent forms for 5 years, after which they are deleted. If your photographs have not been used in the business's marketing or any sample products, your consent form will be deleted after 1 year.

We store printed photographs, printed marketing materials, sample products, and consent forms in our office and studio.

We store data in a database accessible via the internet, which is only accessible by password, which is changed every 3 months.

We store digital files of portraits and video footage on a number of different hard drives, which are password-protected and stored safely at various private locations. Also backed up on a secure Dropbox account, accessible by password-protected computer and mobile devices. Please visit Dropbox for their privacy policy.

Online, we have a website, blog, and social media pages where portraits are used with the full consent of clients.

Information we hold might be shared with you (or our suppliers if we are ordering products for you) via Dropbox, We Transfer or Shootproof – please visit their websites for their privacy policies.

You have the right to access any information held by Jade Tinkler Photography about you, by writing to [hello@jadetinklerphotography.co.uk](mailto:hello@jadetinklerphotography.co.uk) and requesting it. Proof of identity will be required. (Please note that actual portraits or products will not be released unless purchased)

You can request to be removed from any data storage as listed above, by writing to [hello@jadetinklerphotography.co.uk](mailto:hello@jadetinklerphotography.co.uk) or to the office address. In this instance, we are required by law to retain proof of your request, but all other data can be deleted.

DATE: 19<sup>th</sup> October 2020