Wo0 Photography Privacy Policy

**Our contact details**

Name: Wendy Gannon

Address: 73 Stoneleigh Broadway Stoneleigh, Epsom, Surrey, United Kingdom, KT17 2HP

E-mail: wendy@wo0.co.uk

**The type of personal information we collect**

We may collect the following information:

* Name
* Contact information including email address or phone contact number
* Demographic information such as address, post code, preferences
* Other information relevant to customer surveys and/or offers

**What we do with the information we gather**

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

* To send you our newsletter if you have requested it either via our website
* Internal record keeping as required by law for any business
* To improve our products and services

Data associated with newsletter delivery will be held indefinitely unless you ask us to unsubscribe you. We will review newsletter statistics and remove any subscribers who have not opened a newsletter email within 12 months.

We may share this information with no one.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

**(a) Your consent. You are able to remove your consent at any time. You can do this by contacting wendy@wo0.co.uk**

**(b) We have a contractual obligation.**

**How we store your personal information**

Your information is securely stored.

**Your data protection rights**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [wendy@wo0.co.uk](mailto:wendy@wo0.co.uk) if you wish to make a request.

**How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us at wendy@wo0.co.uk

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO’s address:

Information Commissioner’s Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>