



Captured in Scotland
PHOTOGRAPHY

Privacy Policy

This privacy policy applies between you, the user of this website and our services, and Rebecca Hyslop trading as Captured in Scotland Photography, the owner and provider of this website. Captured in Scotland Photography takes the privacy of your information very seriously. This privacy policy applies to our use of any and all Data collected by us or provided by you in relation to your use of the website and our services.

This privacy policy should be read alongside, and in addition to, our terms and conditions, which can be found on the website: <https://www.capturedinScotland.com>

Please read this privacy policy carefully:

Definitions and Interpretations

1. In this privacy policy, the following definitions used:

Data	Collectively all information that you submit to Captured in Scotland Photography. This definition incorporates, where applicable, the definitions provided in the Data Protection Laws;
Data Protection Laws	Any applicable law relating to the processing of personal data, including but not limited to the GDPR, Data Protection Act 2018, and any national implementing and supplementary laws, regulations and secondary legislation;
GDPR	The UK General Data Protection Regulation;
Captured in Scotland Photography, We or us	Rebecca Hyslop trading as Captured in Scotland Photography of Court Knowe, Gatehouse of Fleet, Castle Douglas Kirkcudbrightshire, DG7 2HB;
User or you	Any third-party that accesses the website or our services and is not either (i) employed by Captured in Scotland Photography and acting in the course of their employment or (ii) engaged as a consultant or otherwise providing services to Captured in Scotland Photography and accessing the website in connection with the provision of such services; and
Website	the website that you are currently using and any subdomains of this site, unless expressly excluded by their own terms and conditions.

2. Unless privacy policy, unless the context requires a different interpretation:

- A. the singular includes the plural and vice versa;
- B. References to subclauses, clauses, schedules or appendices are to subclause, clauses, schedules or appendices of this privacy policy;
- C. Reference to a person includes families, other members of the photo session, companies, government entities, trusts, and partnership;
- D. "Including" is understood to mean, "including without limitation";
- E. Reference to any statutory provision includes any modification or amendment of it;
- F. The headings and subheadings do not form part of this privacy policy.

Scope of this Privacy Policy

3. This privacy policy applies only to the actions of Captured in Scotland Photography and users with respect to this website and its' services. It does not extend to any website that can be accessed from this website including, but not limited, to any links we may provide to social media websites.

4. For purposes of the applicable Data Protection Laws, Captured in Scotland Photography is the "data controller". This means that Captured in Scotland Photography determines the purpose for which, and the manner in which, your data is processed.

Data Collected

5. We may collect the following data which includes personal data:

- A. Name;
- B. Date of birth;
- C. Gender;
- D. Contact information such as email addresses, telephone numbers, home address;
- E. Names, dates of birth, gender and other details you choose to provide us with about your family members and other participants in the photography session.
- F. Payment Information about your debit/credit card and bank account information provided by you to our payment service providers, that we require for the purpose of processing payment for our goods and services.
- G. Data logs - for example, your computers TCP/IP Address, your user name if applicable, date, time and files accessed each time you visit our website.

In each case, in accordance with this privacy policy.

How we collect Data

6. We collect data in the following ways:

- A. Data is given to us by you only.

7. Captured in Scotland photography will collect your data in a number of ways for example

- A. When you contact us through the website by telephone, post, email or through any other means;
- B. When you complete questionnaires that we use for research purposes, (although you are not obliged to respond to them);
- C. When you make payments to us;
- D. When you use our services;

In each case, in accordance with this privacy policy.

Our use of Data

9. Any or all of the above data will be required by us in order to provide you with the best possible service and experience when using our services. Specifically, data may be used by us for the following reasons:

- A. Planning and designing your photo session to provide a unique and high quality service.
- B. We may use your photographs to promote and advertise our business, including on our website and other digital advertising of our services; and social media forums such as Instagram, TikTok, and Facebook.

In each case, in accordance with this privacy policy.

10. We may use your data for the above purposes if we deem it necessary to do so for our legitimate interests. If you're not satisfied with this, you have the right to object in certain circumstances (see the section headed 'your rights' below).

Disclosure of Your Data

11. We share your personal data with third parties in the following situations:

- A. **Service Providers:** we sometimes engage selected third parties who act on our behalf to support our operations, such as (i) card processing or payment services (see the section below headed "Payment Information"), (ii) IT suppliers and contractors (e.g. data hosting providers or delivery partners) as necessary to provide IT support and enable us to provide our goods/ services, and (iii) providers of specialist services, including retouching, printers, framers and book binders. Pursuant to our instructions, these parties may access, process or store your personal data in the course of performing their duties to us and solely in order to perform the services we have hired them to provide.
- B. **Business Transfers:** if we sell our business or our company assets are acquired by a third party personal data held by us about our customers may be one of the transferred assets.
- C. **Administrative and Legal Reasons:** if we need to disclose your personal data (i) to comply with a legal obligation and/or judicial or regulatory proceedings, a court order or other legal process. (ii) to enforce our Terms & Conditions or other applicable contract terms that you are subject to; (iii) to protect us, our members or contractors against loss or damage. This may include (without limit) exchanging information with the police, courts or law enforcement organisations.

Keeping Data secure

12. We will use technical and organisational measures to safeguard your data, for example;

A. We store your data on secure platforms.

13. Technical and organisational measures include measures to deal with any suspected data breach. If you suspect any data breach or unauthorised access to your data please let us know immediately by contacting us via this email address: capturedinscotland@gmail.com

14. If you want detailed information about getting and staying safe online including how to protect your information and your computers and devices against fraud, identity theft, viruses and many other only problems please visit www.getsafeonline.org
'Get safe online' is supported by HM government and leading businesses.

Data retention

15. Unless a longer retention period is required or permitted by law, we will only hold your data on our systems for the period necessary to fulfil the purposes outlined in this privacy policy, or until your request of the Data to be deleted.

16. Even if we delete your data, it may persist on back up or archival media for legal, tax or regulatory purposes.

Your Rights

17. You have the following rights in relation to your Data:

- A. Right to be informed about how your data is being used.
- B. Right to access - the right to request (i) copies of the information we hold about you at any time, or (ii) that we modify, update or delete such information. If we provide you with access to the information we hold about you, we will not charge you for this, unless your request is “manifestly unfounded or excessive”. Where we are legally permitted to do so we may refuse your request. If we refuse your request, we will tell you the reasons why.
- C. Right to correct- the right to have your data rectified if it is inaccurate or incomplete.
- D. Right to erase - the right to request that we delete or remove your data from our systems.
- E. Right to restrict our use of your data - the right to “block” us from using your data or limit the way in which we can use it.
- F. Right to data portability - the right to request that we move, copy or transfer your data.
- G. Right to object - the right to object to our use of your data, including where we use it for our legitimate interests.

18. To make enquiries, exercise any of your rights set out above, or withdraw your consent of the processing of your data (where consent is our legal basis for processing your data), please contact us via the email address : capturedinscotland@gmail.com

19. If you are not satisfied with the way a complaint you make in relation to your data is handled by us, you may be able to refer your complaint to the relevant data protection authority for the UK. This is the Information Commissioners Office (ICO). The ICO’s contact details can be found on the website at <http://ico.org.uk>

20. It is important that the data we hold about you is accurate and current. Please keep us informed if your data changes during the period for which we have it.

Links to other Websites

21. This website may, from time to time, provide links to other websites. We have no control over such websites and are not responsible for the content of these websites. This privacy policy does not extend to your use of such website. You are advised to read the privacy policy or statement of other websites prior to using them.

General

22. In providing our services we create photographs which may identify you, your family members and other participants and that may be considered personal data. Our photographs may be produced in print and digital format. You are responsible for ensuring that all participants in a photograph session have been provided with a copy of this privacy policy.

23. You may not transfer any of your rights under this privacy policy to another person. We may transfer our rights under this privacy policy to another person if we reasonably believe your rights will not be affected.

24. If any court or competent authority finds that any provision of this privacy policy (or part of any provision) is invalid, illegal or unenforceable, that provision or part-provision will, to the extent required, be deemed to be deleted, and the validity of enforceability of the other provisions of this privacy policy will not be affected.

25. Unless otherwise agreed, no delay, act, or omission by a party in exercising any right or remedy will be deemed a waiver of that, or any other, right or remedy.

26. This agreement will be governed by and interpreted according to UK Law, all disputes arising under the agreement will be subject to the exclusive jurisdiction of the UK Courts.

Changes to this Privacy policy

27. Rebecca Hyslop trading as Captured in Scotland Photography reserves the right to change this privacy policy as we deem necessary, from time to time, or as may be required by law. Any changes will be immediately posted on the website.

You may contact Rebecca Hyslop trading as Captured in Scotland Photography by email at capturedinscotland@gmail.com

This Privacy Policy was created on the 19th January 2023.