

Gemma Yeomans Photography – GDPR Compliant

Your personal data That I collect

When you initially get in touch with me, it's usually via the contact form on my website, via email, or mobile phone. I collect your names, wedding date and venue and closer to the wedding date I often collect the names of people attending your wedding and emergency contact numbers, If require it on the day. All of this is information I need to perform my job.

If I collected your email address or telephone number or name from a wedding fayre then I will probably send a couple of emails due to verbal permission being given at the time. If this turns into a booking then your data will be stored as described below. If it doesn't then the information is deleted soon after.

Collection and storage of your personal data

The initial contact form is on my website and then onto harddrives (password access) - Wave, Office online and signable which are all software where I keep all your information and is only accessible via my secure password which only I have access to. I also communicate with you via email and occasionally by mobile phone too. I use aolmail and currently with vodaphone, both companies are also GDPR compliant.

If you make an initial enquiry with me and don't go ahead with booking me, my magical client management system follows up with one email and then proceeds to delete you from my system so that your data is no longer stored.

My facebook page which is open to the public to comment on, if you make a comment, you can choose what personal data is shown. You can also choose to delete the comment.

Payments to me are 99% of the time are made via bank transfer where I give my bank details (also a GDPR compliant company). Payments to me are via bank transfer will show in my bank account in the normal way. On the rare occasion I receive a cheque, this will be deposited in the normal way.

Right of confirmation, access, rectification and erasure

You have the right to confirmation, access, rectification and erasure of all the above data that I hold on you. For example, if you wish to see the initial contact form you submitted and check it for accuracy, or perhaps following your wedding you'd like to have your details completely removed, then you have that right.

Use of your data

I will use the above mentioned data to communicate with you about your wedding, sometimes I also like to inform you of any discounts I may have for albums and for other wedding-related communication.

Your data is never shared with anyone else. On the occasion that you have booked a second photographer via myself to attend the wedding. They will receive an itinerary of the day and the emergency contact details incase they need it. This is in paper and email form and will be deleted after the event.

Occasionally I am asked to write for a wedding magazine, blog or photography related website. If on these occasions your wedding is chosen to represent my work, your permission will be sought to use your photographs and a story of your day. Most often they will contact you directly and you can choose what data is shared. Those companies will have their own privacy policy which you can request from them.

Sometimes I enter wedding photographs into competitions, this is usually without any input being needed from yourself, but if I win it means your photographs will be shared across various online platforms. I will always ask your permission to enter your wedding photographs into competitions and your acceptance of this would indicate you are also happy for it to be shared in this way.

Photographs

As photography is my work you can expect me to 'collect' photographs on your wedding day. These photographs are stored on memory cards during the day and backed up on two password-encrypted disk drives and one online cloud based drive called Backblaze. My computer is password protected and my mobile phone which I often use to transfer images to my business social media is password and facial recognition protected. I typically store your wedding photographs for 1-2 years before removing them. Your finished wedding photographs are stored on an online gallery provider called Shootproof and protected by a pin which you are given when you receive the photographs. You can choose who has access to your gallery via this pin. Occasionally suppliers from your wedding, for example your florist, venue or hair stylist asks for photographs, for their own use, in this instance they are given access to the online gallery. They firstly have to receive permission from yourself and thereafter you have to refer to their own privacy policy as to how they handle the photographs once in their hands.

In order to run my business I share online, predominantly on Instagram, Facebook, Twitter, and on my website. I sometimes use photographs on my business cards, banners and brochures when attending wedding fayres. I often share weddings I shot many years ago, so if you have had a wedding shot by me in the past and no longer want me to share them for any reason, you can simply get in touch to withdraw your permission. When signing my usual contract you will be agreeing to opt-in to all of this. However, if you want to withdraw your consent to this you can simply do so via email, this email will be stored and adhered to. It is perfectly reasonable to want to keep your wedding photographs private.

I will share images from portrait galleries with only the person that has signed the contract. I am not held responsible for permitted use by anyone else what so ever including those also with parental responsibility.

Your images will be uploaded to sites that I use for printing all of these sites have a customer password protected log in and they all have their own privacy policies that you can refer to – please ask if you would like to know what companies I use.

If you would like to ask any questions about any aspect of my privacy policy or the data I store on you then please email