



MARIE BARLEY PHOTOGRAPHY
PERSONAL INFORMATION AND PRIVACY STATEMENT

Marie Barley Photography is a 'data controller', this means that we are responsible for deciding how we hold and use your personal information.

The only information we receive is provided by our clients through online enquiry forms, completed booking and order forms. The data is stored on an online software package call 'Light Blue' and a hard copy at the studio (in a locked cupboard).

Light Blue is an online software package which is used for all the administrative procedures of running the studio, Marie Barley Photography ensures that they are running the latest edition of the software ensuring that it is in accordance with the new GDPR regulations. Light Blue is not permitted to use your information for their own purposes.

We only use personal information to be able to contact you in regards to your booking and order. If you have opted in to our mailing list, we may contact you to advise of any special offers, new products or new services.

We do not share you information with any third parties (except Light Blue Software) unless you specifically ask for your products to be posted directly from our suppliers to your contact address.

All hard copies containing your information will be destroyed after 12 months. Emails are automatically deleted after 2 years. Information held on Light Blue software is stored for as long as you are a client.

You are entitled to request access, correction and erasure of your personal information at any time. If you would like to review, verify, correct or request erasure of your information, please contact Marie Barley Photography in writing to request the relevant action.

We have put into place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way. Your personal information will only be processed for the purposes described in this statement and always with a duty of confidentiality.

If you have any questions in regards to this statement please do not hesitate to contact us on info@mariebarleyphotography.co.uk using the word 'Privacy' in the subject line.