



## PRIVACY NOTICE

### Your Data, how it is used and how we look after it

This Privacy Notice relates to Creative Photography Wales (operating since 2009) and Creative Photography Training (an updated brand designed to promote our Courses and Workshops throughout the UK and set up in 2018). It is therefore posted on both of our Photography Courses and Training websites: [www.creativephotographywales.com](http://www.creativephotographywales.com) and [www.creativephotographytraining.co.uk](http://www.creativephotographytraining.co.uk).

#### HOW WE RECEIVE YOUR DATA AND WHAT WE SUBSEQUENTLY HOLD

The Data we hold about you is generated from three sources, all of which are drawn from your initial request for information or previous booking on a Photography Course or workshop or your request for further details about Creative Photography Wales or Creative Photography Training:

- **Personal / Direct contact (at events such as The Photography Show).** This is your Name, Contact Email and Contact Telephone Number (if provided)
- **Direct email to us when enquiring about a Course or Workshop.** Name, Contact Email and Telephone Number
- **Details completed when purchasing either Courses / Workshops or Prints from our websites:** [www.creativephotographywales.com](http://www.creativephotographywales.com) and [www.creativephotographytraining.co.uk](http://www.creativephotographytraining.co.uk). This includes your Name, Postal address, Contact Email and Telephone Number (if provided)

#### HOW WE HOLD YOUR DATA

- All data is held on a Password Protected Secure Server (MailChimp Database)
- All Data is held via a Password Protected Business Computer based at our premises. It is on a Spreadsheet Database and past Email records.
- Any original handwritten Contact / Enquiry forms are destroyed once the data has been transferred.
- If you have Unsubscribed from our Newsletter, all previous email records are deleted. However if you have previously been on a course or workshop, emails relating to your original order are retained for HMRC purposes.

#### WHAT YOU WILL RECEIVE AND LIMITATIONS ON USE

- You will only receive general marketing information via our MailChimp Newsletter which holds our full database of contacts. You will receive a maximum of 2 Newsletters in any one calendar month.
- The Newsletter is limited to the subject of your initial enquiry or expression of interest, i.e. details and updates of our Courses and Workshops during the current calendar year and the occasional update on other aspects of our business (such as promoting our new website or attendance at events).
- You will never receive personal, speculative emails or telephone calls from us unless details / updates of a particular course or workshop have been previously requested.
- Your details are NEVER shared with any Third Party or any other customer from our database or elsewhere unless specifically requested. You will therefore NEVER receive Third Party marketing from your contact with us.

#### YOUR OPTION TO 'OPT-IN' AND UNSUBSCRIBE AT ANY TIME

- There is an Unsubscribe Option at the end of each Newsletter; this is immediate and irreversible.
- If you enquire about a Course or Workshop or make a booking you will be asked if you wish to Opt-In to receive our Newsletter or other information about future courses or workshops. You can then Unsubscribe at any time if you wish.

Signed by Nigel Forster:

© Creative Photography Wales

Date: 1<sup>st</sup> April 2018