

# Website privacy policy

## Key details

This website privacy policy describes how Martin Gomez trading as Your Portrait Photo protects and makes use of the information you give the company when you use this website.

If you are asked to provide information when using this website, it will only be used in the ways described in this privacy policy.

This policy is updated from time to time. The latest version is published on this page.

This website privacy policy was updated on: 27/07/2021

If you have any questions about this policy, please email [info@yourportraitphoto.com](mailto:info@yourportraitphoto.com) or write to: Unit 4, 19 Warburton Rd, London E8 3RT

## Introduction

We gather and use certain information about individuals in order to provide products and services and to enable certain functions on this website.

We also collect information to better understand how visitors use this website and to present timely, relevant information to them.

## What data we gather

We may collect the following information:

- Name if you use the contact form

- Contact information including email address
- Website usage data
- Other information relevant to client enquiries

## How we use this data

Collecting this data helps us understand what you are looking from the company, enabling us to deliver improved products and services.

Specifically, we may use data:

- For our own internal records.
- To improve the products and services we provide.
- To contact you in response to a specific enquiry.
- To customise the website for you.
- To send you promotional emails about products, services, offers and other things we think might be relevant to you.

## Cookies and how we use them

### *What is a cookie?*

A cookie is a small file placed on your computer's hard drive. It enables our website to identify your computer as you view different pages on our website.

Cookies allow websites and applications to store your preferences in order to present content, options or functions that are specific to you. They also enable us to see information like how many people use the website and what pages they tend to visit.

### *How we use cookies*

We may use cookies to:

- **Analyse our web traffic using an analytics package.** Aggregated usage data helps us improve the website structure, design, content and functions.
- **Identify whether you are signed in to our website.** A cookie allows us to check whether you are signed in to the site.

- **To recognise when you return to our website.** We may show your relevant content, or provide functionality you used previously.

Cookies do not provide us with access to your computer or any information about you, other than that which you choose to share with us.

## *Controlling cookies*

You can use your web browser's cookie settings to determine how our website uses cookies. If you do not want our website to store cookies on your computer or device, you should set your web browser to refuse cookies.

However, please note that doing this may affect how our website functions. Some pages and services may become unavailable to you.

Unless you have changed your browser to refuse cookies, our website will issue cookies when you visit it.

## **Controlling information about you**

We never collect visitor information for newsletter or other marketing materials. We only collect user details if you email or phones us about using our services.

If you ever need to see what information we hold about you please put in a request to [info@yourportraitphoto.com](mailto:info@yourportraitphoto.com) or call 07384 254 341.

Your details can be deleted, however if you have made a purchase from us, we must hold on to your records for five years in accordance with UK Tax law, or incase of any audit.

We will never lease, distribute or sell your personal information to third parties unless we have your permission or the law requires us to.

Any personal information we hold about you is stored and processed under our data protection policy, in line with the Data Protection Act 1998 and GDPR standards from May 2018.

## Security

We will always hold your information securely. Your information is held in one cloud applications Xero. Both these services are GDPR compliant. We do not store information on physical computers, tablets or phones.

To prevent unauthorised disclosure or access to your information, we have implemented strong physical and electronic security safeguards.

We also follow stringent procedures to ensure we work with all personal data in line with the Data Protection Act 1998.

## Links from our site

Our website may contain links to other websites.

Please note that we have no control of websites outside the [domain name] domain. If you provide information to a website to which we link, we are not responsible for its protection and privacy.

Always be wary when submitting data to websites. Read the site's data protection and privacy policies fully.