

## PRIVACY & GDPR STATEMENT

This privacy notice sets out how TJRFoto uses and protects your information when

- You contact us by telephone, email, or in person
- You sign up to our mailing lists

We are committed to ensuring that your privacy is protected, and any data which you share with us is done so in compliance with General Data Protection Regulations. You can be assured that your personal information (including your photographs) will only be used in accordance with this privacy notice.

### CONTACTING US

We will process appropriate personal contact data (name, email, postal address, telephone number & photographs) for the following legitimate purposes:

- To respond to enquiries you make in order to provide information about my services or to send you information or materials.
- When making enquiries on your behalf or other organisations to deliver services to them.
- For The effective running of our business. Photographs and artworks are intellectual property and considered separately to your other personal data.

### MAILING LIST

We promise we won't spam you. Newsletters, are sent infrequently so you won't need to worry about your inbox becoming overloaded. Occasionally, we may send out news of discounts or new services to keep you updated. If you've included your birthday in the sign-up form, we may send you a gift around your birthday.

We use MailChimp to send newsletters, they've been around since 2001, and serve millions of customers all over the world. They take abuse very seriously. You can opt out of the mailing list by clicking the unsubscribe link in the email.

### CONTROLLING YOUR PERSONAL INFORMATION

If you would like a copy of your data, please [contact us](#). If any information is incorrect or incomplete, please let us know as soon as possible and we will promptly correct any incorrect information.

### YOUR RIGHTS

Under the General Data Protection Regulation (GDPR), you have a number of data rights including a right to information, to access, to be forgotten, to have errors rectified, to restrict and to object to data processing. Information and advice on enforcing these rights are available from the Information Commissioner's Office Helpline: 0303 123 1113.

### COMPLAINTS

If you have a complaint about your data privacy, please [contact us](#).

## DOCUMENT CONTROL

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- Written by Tom Robson
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Ver 1 Moved from online page to document file and reformatted.  
Added logo  
Other minor changes in grammar and context

Ver 0.1 Created Ver 0.1 Privacy & GDPR Sections  
Draft version of document