



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), Creative Photography Training and Nigel Forster Photography. It is therefore posted on both of our Photography Courses and Training websites: www.creativephotographywales.com, www.creativephotographytraining.co.uk and www.nigelforsterphotography.co.uk

HOW WE RECEIVE YOUR DATA AND WHAT DATA WE 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 and www.creativephotographytraining.co.uk or **Commissioning us on www.nigelforsterphotography.co.uk** . This includes your Name, Postal address, Contact Email and Telephone Number (if provided)

HOW WE HOLD YOUR DATA ONCE WE RECEIVE IT

- All your data is held on a Spreadsheet Database and past Email records on a Password Protected Business Computer based at our premises and accessed via a smartphone. All hardware has regular security updates. For those contacting us through the websites, your data is additionally held on the database of both websites. Both of these are password protected and only accessible to the website administrator.
- 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 for up to 6 years, after which your data is removed.

WHAT YOU WILL RECEIVE FROM US AND THE LIMITATIONS ON OUR USE OF YOUR DATA

- 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
- 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.
- We may pass your personal data on to third-party service providers contracted to Creative Photography Wales, in the course of dealing with your enquiry and fulfilling our service to you. Your details are never shared with any other Third Party or any other customer from our database or elsewhere unless specifically requested.

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 a Commission you will be asked if you wish to Opt-In to receive our Newsletter or other information. You can then Unsubscribe at any time.

Signed by Nigel Forster:

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Date: 1st April 2018