

Privacy Policy Agreement

Scot Photography Privacy Policy:

Scot Photography knows you trust us with our advice, and you can trust us not to share any of your information (Data) with anyone unless a legal requirement requires us to do so. For example, we may be obliged to provide information to:

- HMRC Inspector of Taxes

Payment information that you provide to us will only be used to facilitate payment for our services.

We will only send you (or give to you) limited communications; for example, invoices, terms and conditions etc. These are considered transactional and are necessary for all our customers.

Our Privacy Policy Agreement:

Scot Photography is committed to keeping all our customer's personal information secure, accurate and confidential.

Therefore, this Privacy Policy Agreement shall apply to all data collection and usage thereof. When you contact Scot Photography or/and sign your contract, you are giving permission for Scot Photography to store limited personal information about you, your address and details of your event etc.

Collection of information:

We collect and store several types of information for example:

1. Name, address, email address, telephone numbers.
2. Payment details.
3. Venue details etc.

Information is held within the following:

1. LightBlue software.
2. Microsoft office software.
3. Both LightBlue and Microsoft office on line servers.

You may ask to see all information related to you and held by Scot Photography at any time.

Use of Information Collected:

Scot Photography may collect and make use of personal information to assist in the delivery of our services that you need or request. Scot Photography does not now, nor will it in the future, sell rent or lease any of customer lists and/or names to any third party.

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Security:

Scot Photography shall take precautions to maintain adequate physical, procedural and technical security with respect to our offices and information storage facilities to prevent any loss, misuse, unauthorized access, disclosure or modification of the information held under our control.

Changes to Privacy Policy Agreement:

Scot Photography reserves the right to update and/or change the terms of our privacy policy. We will publish such changes on our website.

Acceptance of terms:

By signing your contract with Scot Photography, you are hereby accepting the terms and conditions stipulated within the Privacy Policy Agreement. If you are not in agreement with our terms and conditions, then you should discuss this with Scot Photography prior to signing the contract.

How to contact us:

If you have any questions or concerns regarding the Privacy Policy Agreement, please feel free to contact us at the following:

Email: admin@scot-photography.co.uk

Mailing address:

William J Murdoch
46 Garnqueen Crescent
Glenboig
ML5 2SX

Telephone:

+44 07875069953

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