

## PRIVACY NOTICE

We are committed to protecting and respecting your privacy. In this notice, references to 'we' or 'us' means Rodney Todd-White & Son Ltd (trading as Todd-White Art Photography).

This notice explains how we collect and use the personal information about people who visit our website, how we use it and the conditions under which we may disclose it to others and how we keep it secure.

By using this site, you agree with the terms of this privacy policy. We may change this Policy from time to time so you are advised to review it periodically to ensure that you are aware of any changes. Any questions regarding this Policy and our privacy practices should be sent by email to: [info@toddwhite.co.uk](mailto:info@toddwhite.co.uk)

### **How do we collect information from you?**

We obtain information about you when you use our website, for example, when you contact us about our services. The personal information we collect might include your name, email address and IP address.

We will not sell or rent your information to third parties.

We will not release your information to third parties unless we are required to do so by law, for example, by a court order or for the purposes of prevention of fraud or other crime.

We may pass your information to our third party service providers for the purposes of completing tasks and providing services to you on our behalf (for example - courier services). When we use third party service providers, we disclose only the personal information that is necessary to deliver the service.

You can access and update your information

You are entitled to view, amend or delete the personal information that we hold. If you change email address, or any of the other information we hold is inaccurate or out of date, please email us at: [info@toddwhite.co.uk](mailto:info@toddwhite.co.uk)

### **Google Analytics**

Google Analytics (GA) is used to track user interaction. We may use this data to determine the number of people using the site, to better understand how they use our web pages and to see their journey through the website. Although GA records data such as your geographical location, device, internet browser and operating system, none of this information personally identifies you to us. GA also records your computer's IP address which could be used to personally identify you but Google do not grant us access to this.

### **Cookies**

Cookies are small files that the site places on your hard drive for identification purposes. You should note that cookies cannot read data off your hard drive. GA makes use of cookies, details of which can be found on Google's developer guides. We reserve the right to use cookies to improve the experience of using this site. Disabling cookies on your internet browser will stop GA from tracking any part of your visit to pages within this website.

### **Emails**

All emails are confidential. The contents may not be disclosed copied or distributed without the consent of Todd-White Art Photography. Emails are for the exclusive use of the intended recipient(s). If you are not the intended recipient(s) please notify the sender, delete the message immediately and do not act upon its contents. Whilst we take reasonable steps to scan emails Todd-White Art Photography does not accept liability for any virus that may be contained in it. Unauthorised disclosure, distribution and copying of emails is strictly prohibited.

### **Security of Data**

The security of your data is important to us, but no method of transmission over the Internet, or method of electronic storage is 100% secure. While we strive to use commercially acceptable means to protect your Personal Data, we cannot guarantee its absolute security.

### **Data storage**

We will only keep your personal data for as long as it is necessary to maintain records and provide you with one or more of our services. We store your information on paper records, online systems and in exchange of emails. Systems are password protected.

**Consent**

Whenever you submit information via our website, you consent to the collection, use and disclosure of that information in accordance with this privacy policy. If you are located outside the United Kingdom and choose to provide information to us, please note that we transfer the data, including Personal Data, to United Kingdom and process it there. Your consent to this Privacy Policy followed by your submission of such information represents your agreement to that transfer.

**Links to other sites**

Our website may contain links to other sites that are not operated by us. If you click on a third party link, you will be directed to that third party's site. We strongly advise you to review the Privacy Policy of every site you visit. We have no control over and assume no responsibility for the content, privacy policies or practices of any third party sites or services.

**Users under 18**

Todd-White Art Photography does not address anyone under the age of 18 ("children"). We do not knowingly collect personally identifiable information from anyone under the age of 18. If you are a parent or guardian and you are aware that your children have provided us with Personal Data, please contact us and we will take steps to remove that information from our systems.

**Intellectual Property**

All material on the website (including, without limitation, images, photos, designs, logos, PDF documents) ("Website Content") are owned by Rodney Todd-White & Son Ltd or any licensors of any part of the Website Content ("Licensors"). You agree that you shall not infringe the intellectual property rights of Rodney Todd-White & Son Ltd or any of the Licensors.