**Privacy Policy**

Adventure Photography Ltd, Unit 7, Scala Court, Leathley Road, Leeds LS10 1JD is a company incorporated in England and Wales with a registered number 04591349

Adventure Photography Ltd is committed to upholding and protecting the privacy of its customers, staff, co-workers and suppliers.

As required by the UK Data protection Act of 1998, we follow strict guidelines to protect data and prevent unauthorised access to data. Our company policy is outlines below.

1. **Personal Information**

1.1 Adventure collects information in order to carry out our day to day business

 Activities. We use this information to administer your order, supply images,

 Prints, other products and services required by you and/or your family

 Members or school/club. We also use this information to assist in resolving

 any problems with your order. We will ask you for this information on our

 order forms or through our website or via telephone if you call our office

 directly. This information may include some or all of the following:

* Name
* Telephone number
* Address
* Email address
* School name
* School record number

* 1. In order to use some of the services provided by Adventure we use third party

Digital solutions. This includes our online presence of a website and web shop. We also use custom industry digital asset management workflow solutions to manage, anonymise and encrypt your images. Our website is monitored constantly by SUCURI who are world class leaders in web security.

* 1. We will not disclose any personally identifiable information without your

permission unless we are legally required to do so by law.

* 1. We may contact you from time to time to ask if you would like to receive

offers and discounts for products we sell. We do this because you will have already made a purchase from us. We may also ask you if you would like to receive notifications of offers and discounts on products manufactured and supplied by our photo lab which trades under a different name from Adventure Photography Ltd and is wholly owned by us. We will ask if you wish to ‘opt in’ to the offers service. You will ***not*** be automatically included.

1. **Non personal Information**

We may temporarily store information on your computer in the form of ‘Cookies’.

 You cannot be identified from these but they make it possible for you to use our

 website effectively. You can set your computer to alert you when ‘Cookies’ are

 requested. You may choose to accept or not. If you choose not to accept cookies

 you may not be able to use our website.

 We may also collect non personal information about your site visit. This

 information is used solely to assist providing and up to date website service. You

 cannot be identified from this information.

1. **Payment**

 Our chosen online payment partner is **PAYPAL.** When you choose to purchase a

 product from our web shop you will be directed to **PAYPAL** via a secure link. You

 can view their privacy policy by visiting PayPal.com

 If you choose our paper order forms to pay for your purchase using a card (debit,

 credit, mastercard etc) our chosen partner is Barclays Merchant Services. We

 follow strict guidelines and we are fully PCI compliant when using this service

 partner and we adhere to and are compliant to their Information Security Policy.

1. **Changes**

 If we change our privacy policy it will be posted on our website. Please visit on a

 regular basis to stay up to date with Adventure Privacy Policy.

 **5.**

If you have any questions about Adventure Privacy Policy please email us at

 ***info@adventurephotography.co.uk***

**Document prepared by Chris Rose**

**Adventure Photography Ltd Privacy Policy May 2018 (next review May 2019)**