

myheadshot Ltd Privacy Policy

Our contact details

Name: Tim Yarnell

Address: 6 Mole Abbey Gardens, West Molesey, Surrey, KT8 1QD

Phone Number: 07951-780-837

E-mail: myheadshot@outlook.com

Website: www.myheadshot.co.uk

The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details)
 - Your image, both as myheadshot copyright images taken and any images you may supply to myheadshot
 - Website cookies and associated analytics (see cookie policy)
 - Contact details where you have signed up to the myheadshot newsletter or services
 - Contact details where you have signed up to receive updates from myheadshot
 - Order and payment history information
 - Where you are quoted for a referral reward
 - Financial details regarding your payment and choice of payment method
-
- myheadshot does *not* collect or process any sensitive personal data

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- fulfilling a myheadshot contract with you
- fulfilling your booking arrangements
- fulfilling your session shoot
- fulfilling your choices about your booking, retouching and optional extras
- fulfilling your order
- paying for your order
- responding to your enquiries
- fulfilling delivery of your products
- fulfilling rewards for referrals you make in the future
- providing ongoing archive photo backup storage and retrieval
- providing ongoing marketing, publicity and promotional materials
- subscribing to ongoing information and newsletters

We also receive personal information indirectly, from the following sources in the following scenarios:

- Desk based research via online platforms including LinkedIn to identify clients
- Referrals from customers or friends and family
- Coupon purchases from friends or family
- Information from company websites and platforms

We use the information that you have given us in order to:

- Complete your booking and session with myheadshot
- Offer you options that may be of interest to you
- Inform you of myheadshot activities and promotions
- Process referral rewards
- Perform archive processing, storage and retrieval services
- Complete financial records and tax return information
- Analyse and improve on myheadshot products and services
- Advertise, market and publicise myheadshot
- maintain and build customer and potential customer lists.

Sharing your information beyond myheadshot Ltd

In order to complete retouching work and any orders for myCutout or myOilPainting, you will be required to give your explicit consent for your image data to be shared with myheadshot retouching partners. You will be given a choice of Best Worldwide, UK based or if you do not give consent for your image to be shared by myheadshot, you will receive only colour corrected final images.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting myheadshot@outlook.com

(b) We have a contractual obligation.

How we store your personal information

In myheadshot terms and conditions, you acknowledge and consent to your image being captured on non-hardware encrypted media (such as camera memory cards or other SSD media) and that your data may be at risk of loss or theft until images are returned to myheadshot offices where images will be transferred to hardware encrypted drives.

Your information is securely stored at myheadshot offices on encrypted media.

Your information may also be stored off-site at secure locations on encrypted media.

Your information may also be stored in the cloud using encrypted services.

We keep all records for a period of seven years from the last date of contact with you in order to ensure appropriate financial and taxation record keeping and evidence audit trail.

We keep your personal contact details necessary for effective communication for as long as you remain subscribed to any myheadshot subscriptions.

We keep your images and associated contact information on our image library database indefinitely so as to be able to provide archive retrieval services.

All information will be disposed of by deletion from secure drives and destruction of any paper based records.

Where you have selected and agreed to have your images retouched by myheadshot's best Worldwide partner, our retouching partner will retain your original image on their server for a period of 3 months from when they receive it and will retain the retouched image for a period of 6 months from when it is delivered to myheadshot.

How we transfer your images to you

At the conclusion of a myheadshot contract, your images will be supplied to you via either:

- Secure WeTransfer transfer
- Hardware encrypted USB ThumbDrive

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at myheadshot@outlook.com or 6 Mole Abbey Gardens, West Molesey, Surrey, KT8 1QD if you wish to make a request.

How to complain

If you have any concerns about my use of your personal information, then please do let me know and I will do my very best to deal with your concerns. If you have a complaint then you can make a complaint to me at myheadshot@outlook.com or 6 Mole Abbey Gardens, West Molesey, Surrey, KT8 1QD

You can also complain to the ICO if you are unhappy with how I have used your data: <https://www.ico.org.uk>

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113