

## Paul Ligas Wedding Photography – Privacy Policy

This privacy & cookie policy sets out how Paul Ligas Photography uses and protects any information that you provide when you use this website or contact Paul Ligas Photography.

Paul Ligas Photography is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy statement.

Paul Ligas Photography may change this policy from time to time by updating this page. You should view this page from time to time to ensure that you are happy with any changes. This policy is effective from 01 January 2020.

### Information we collect

Should you provide it we will collect the following information:

- your name
- your email address
- your contact phone number
- your postal address (for print orders)
- your place of business
- other information relevant to answering your query, customer surveys and/or offers.

### What we do with the information we gather

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

- to answer your query
- to manage and deliver your print order(s)
- for internal record keeping
- to improve our products and services.

### How we use cookies

A cookie is a small file which needs your permission to be placed on your computer's hard drive. You change your cookie preferences in your web browser settings.

This site uses traffic analysis cookies to identify how often pages are being viewed. This helps us analyse data about traffic to and from this website, and to improve this website in order to tailor it to customer needs. We only use this information for statistical analysis purposes. No personally identifiable information can be obtained from this traffic analysis cookie.

Overall, cookies help us provide you with a better website by enabling us to monitor what visitors find useful and what they do not.

### Links to other websites

This website may contain links to other websites of interest. Once you click such a link to leave our site we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide when you visit such sites, and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

### Controlling your personal information

You may choose to ask for your personal information to be deleted, or if you have previously agreed to us using your personal information for email marketing purposes you may change your mind at any time, by emailing [paul@paulligas.com](mailto:paul@paulligas.com).

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so. All personal information is stored by Microsoft Office 365, Xero accounting software, or Stripe (online payment system) which are subject to the EU General

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Data Protection Regulation (GDPR). You can view the Office 365 GDPR compliance information [here](#). You can view the Xero privacy policy [here](#). You can view GDPR information from Stripe [here](#).