

## Charlie Goodge Photography

### Privacy notice:

On the 25th May 2018, the General Data Protection Regulations (GDPR) came into force in the UK. These are new data protection regulations built upon the Data Protection Act of 1998. The GDPR requires public authorities and businesses to identify the lawful basis for storing personal data, audit information we already hold and take a 'data protection by design and default' approach to personal data.

Being a freelance photographer emails often contain personal information from clients, regarding shoot information, addresses, phone numbers etc. To stay in line with the ICO's new regulation Charlie Goodge Photography handles data safely and respectfully, with it never being passed on to others.

Emails are kept after correspondence for records, allowing Charlie Goodge to use them as a resource and reference for future work and when discussing previous work with a client. Any emails sent are secured with end to end encryption and held on a private account which no other employees have access to and when found appropriate emails are often reviewed and deleted when no longer needed. Client's information and emails are never shared or forwarded to others and Charlie Goodge takes the utmost care and pride in upholding the GDPR guidelines.

To learn more about the General Data Protection Regulation, please visit the Information Commissioner's Office website on <http://ico.org.uk>