



Manon Galama Photography  
Stockholm  
info@manongalama.com

## Privacy Policy

January 2022

Manon Galama Photography (hereafter referred to as Manon Galama) respects its privacy of the customers and website visitors. Manon Galama processes your personal data carefully and accurately and processes the personal data in accordance with the General Regulations Data Protection (GDPR). Below you can read which personal data Manon Galama processed, on what basis and for what purpose. You will also find information about which cookies are used for what purpose and what your rights are with regard to the collection of your personal data.

### **What data is collected?**

#### *General personal data*

Personal information is collected by visiting the website of Manon Galama, booking a photo session and/or sign up for the newsletter. The general personal data that are collected:

- Name
- Phone number
- E-mail address
- Billing address
- Payment details
- Other personal data that you actively provide. For example through correspondence or call.

When filling in the contact form on the website, you will be asked for your name, e-mail address and phone number. This way I can answer your message and I know who to address my mail to.

When booking a photo session, in addition to your name and e-mail address, your address details are also requested. The name and address details are important for drawing up a complete and valid invoice. The telephone number serves as an option for means of communication prior to the photo session, if we couldn't reach each other by email. If you sign up for the newsletter, you will be asked for your name and e-mail address. You are free to unsubscribe from the newsletter at any time.

#### *Special and/or sensitive personal data*

The photos that I make on behalf of you are special personal data. Without this form of personal data, Manon Galama cannot deliver an end product and is a agreement not possible. Manon Galama Photography will ask permission to share these special personal data on the website of Manon Galama and the social media accounts of Manon Galama.

Manon Galama does not intend to collect data about website visitors who are younger than 16 years. Unless they have parental or guardian permission. Manon Galama Photography can however, do not check whether a visitor is older than 16 years.

### **Will my data be shared or stored?**

Data will only be provided to third parties if this is necessary for the execution of the agreement. Sharing data with third parties is only done for the described purposes as well possible to realize. The third parties I use are:

- Web hosting – for management and storage of my website
- Mail program and WhatsApp – for communication between me and the customer
- Bank – for processing payments
- Tax authorities - for the administrative obligation as an entrepreneur
- Instagram and Facebook – for photo sharing and communication between me and the customer
- Pictime – for showing the photos to you and for downloading the photos

### **The retention period of the personal data**

The photos are stored for a maximum of 2 years on the computer (secured with a strong password). Manon Galama saves the photos so that the customer can also use the backup, if customers accidentally lose photos. Raw photo files not selected for the customer, will be removed from the storage of Manon Galama after delivery of the photos.

Photos that Manon Galama has made on commission will be on the website with permission for an indefinite period of time and/or social media accounts of Manon Galama Photography. If you have permission given for sharing photos by Manon Galama, your name will not be mentioned.

Manon Galama Photography will not keep your personal data longer than is strictly necessary to realize the purposes for which your data is stored. However, as a sole-trader, Manon Galama is legally obliged to keep the basic data for the administration for 7 years.

### **What rights do I have?**

As a customer you have the right to view, correct and supplement your own data or to request to be removed. Requests can be submitted by email to [info@manongalama.com](mailto:info@manongalama.com).

### **COOKIES**

Manon Galama uses cookies on the website. Cookies are small (text) files that are sent with pages of this website and that your browser saves on the hard drive of your computer. The information stored therein can be sent back to our servers on the next visit. Your browser will automatic delete the cookies after the expiry of the validity period of the cookies. Manon Galama uses functional, analytical and tracking cookies on her website. These ensure that the website works properly and this allows optimizing operation. Finally, when you visit the website cookies are placed that track your surfing behavior for affiliate marketing purposes

### **Amendments**

Manon Galama may make changes in the future without prior consent Privacy statement if this proves to be necessary to continue to comply with laws and regulations or in the context of (extension of) the services offered by Manon Galama. The most current version of the Privacy Statement is always available on the website.