

County Photos GDPR Compliance Information

Who We Are

County Photos gather and process your personal information in accordance with this privacy notice and in compliance with the relevant data protection Regulation and law. This notice provides you with the necessary information regarding your rights and obligations, and explains how, why and when we collect and process your personal data.

County Photos registered office is at **Unit 6 Racecourse Business Park, Racecourse Road, Roscommon**. Our designated Data Protection Officer/Compliance Officer for the company is **Daragh Collins**, and we can be contacted at **daragh@countyphotos.ie / 09066 27444**.

For the most part, when we take school photographs, we don't collect any personal data of the students or staff who we are photographing. Each image is assigned a random and unique identifier. This is the reference number parents see on their order forms.

After the photographs have been taken, they are then encrypted and sent securely to our laboratory. Images are stored on a secured, encrypted and password protected server for commercial purposes. Images are only accessible by certain members of staff with full security clearance and Garda vetting. We do not store any personal information (other than the actual image) that would identify and child. Images are stored on our server by the unique reference number mentioned above

During this process, at no time do we link an image to any pupil personal data or receive any personal data about the pupils.

Sharing and Disclosing Your Personal Information

We do not share or disclose any of your personal information without your consent, other than for the purposes specified in this notice or where there is a legal requirement. **County Photos** uses third-parties to provide services and business functions, however all processors acting on our behalf only process your data in accordance with instructions from us and comply fully with this privacy notice, the data protection laws and any other appropriate confidentiality and security measures.

How We Use Your Personal Data

County Photos takes your privacy very seriously and will never disclosure, share or sell your data without your consent, unless required to do so by law. We only retain your data for as long as is necessary and for the purposes specified in this notice. Where you have consented to us providing you with promotional offers and marketing, you are free to withdraw consent at any time. ***The purposes and reasons for processing your personal data are detailed below: -***

- We collect your personal data in the performance of a contract or to provide a service and to ensure that orders are completed and can be sent out to your preferred address
- We collect and store your personal data as part of our legal obligation for business accounting and tax purposes

Payment Services

For commercial purposes County Photos use a recognized and compliant payment services partner. Our payment partners are Stripe and AIB Merchant Services. These are both located within the EU. All personal data is volunteered by you the customer at the moment of purchasing

The personal data that we collect from is: -

- Name
- Home Address
- Email
- Telephone Number
- Payment Card Details

Your Rights

You have the right to access any personal information that **County Photos** processes about you and to request information about: -

- What personal data we hold about you
- The purposes of the processing
- The categories of personal data concerned
- The recipients to whom the personal data has/will be disclosed
- How long we intend to store your personal data for
- If we did not collect the data directly from you, information about the source

If you believe that we hold any incomplete or inaccurate data about you, you have the right to ask us to correct and/or complete the information and we will strive to update/correct it as quickly as possible; unless there is a valid reason for not doing so, at which point you will be notified.

You also have the right to request erasure of your personal data or to restrict processing in accordance with data protection laws, as well as to object to any direct marketing from us and to be informed about any automated decision-making that we use.

If we receive a request from you to exercise any of the above rights, we may ask you to verify your identity before acting on the relevant request; this is to ensure that your data is protected and kept secure.