



LISA WILLIAMSON
PHOTOGRAPHY

Full Policy Pack

1. Privacy Policy (UK GDPR)

Lisa Williamson Photography is committed to protecting the privacy of all clients and subjects photographed. We comply with the UK GDPR and the Data Protection Act 2018.

What information we collect:

We may collect names, addresses, email addresses, phone numbers, job titles, and details necessary for booking and invoicing. When photographing children in schools or nurseries, we do not collect their personal details unless provided by the school under strict consent.

How we use your information:

We use your information to manage bookings, deliver services, issue invoices, and communicate about sessions. We will not sell, rent, or trade your personal information to third parties. We only share data with trusted third-party service providers where necessary (e.g. online galleries, invoicing software) and always with appropriate safeguards.

Legal basis for processing:

We process your personal data under the lawful bases of contract, consent, and legitimate interest.

Data retention:

Personal data is retained only for as long as necessary to fulfil the purposes for which it was collected. Photographs are stored securely and deleted on request or after agreed retention periods.

Your rights:

You have the right to access, rectify, erase, restrict or object to our processing of your data at any time. You also have the right to lodge a complaint with the Information Commissioner's Office (ICO).

2. Cookie Policy

Our website uses cookies to improve your browsing experience. Cookies are small files placed on your device that help us understand how visitors use our site and remember your preferences.

We use:

- **Essential cookies** – required for website functionality.
- **Analytics cookies** – to measure traffic and improve performance.
- **Preference cookies** – to remember your settings and preferences.

You can control or delete cookies at any time through your browser settings. Disabling cookies may affect some functionality of the website.

3. Terms & Conditions of Photography Services

Bookings:

A booking is confirmed once written or email confirmation has been received from Lisa Williamson Photography. All bookings are subject to availability.

Payment Terms:

Invoices must be paid within **28 days** of the invoice date unless otherwise agreed in writing. Late payment may incur fees as permitted by UK law.

Cancellation Policy:

If a client cancels a confirmed booking within **3 days** of the scheduled shoot, Lisa Williamson Photography reserves the right to charge a cancellation fee to cover lost time and preparation costs.

Image Ownership & Usage:

All images remain the copyright of Lisa Williamson Photography unless otherwise agreed in writing. Clients are granted a non-exclusive licence to use images for their own school or nursery marketing and promotional purposes. Images must not be sold, sub licensed or used in a way that could harm the reputation of Lisa Williamson Photography.

Model & Parental Consent:

It is the responsibility of the school or nursery to ensure that parental or guardian consent has been obtained for all children to be photographed. Lisa Williamson Photography cannot accept liability for images taken where consent has not been properly secured by the client.

Liability:

While every reasonable care is taken, Lisa Williamson Photography will not be held liable for indirect or consequential loss beyond the cost of the booking. We maintain full professional indemnity and public liability insurance.

4. Website Terms of Use

All content on this website — including text, images, graphics and logos — is owned by or licensed to Lisa Williamson Photography.

You may view, download and print pages for your own non-commercial use but must not reproduce, distribute or modify any content without permission.

You must not use the website for unlawful purposes or attempt to interfere with its operation. We reserve the right to update or revise these terms at any time by posting a new version on the site.

5. Child Safeguarding & Data Security Policy

Lisa Williamson Photography takes safeguarding very seriously. We work only with schools and nurseries that have proper safeguarding policies in place.

- All sessions are carried out in accordance with school safeguarding procedures.
 - Images are securely transferred and stored using password-protected systems.
 - We never share identifying details of children online or on social media without explicit written permission.
 - We respect confidentiality and follow strict protocols when photographing children with additional needs.
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6. Accessibility & Inclusion Statement

We are committed to inclusion, diversity and accessibility in every aspect of our work.

- All children and staff are treated with equal respect regardless of background or ability.
- We adapt our approach to meet additional needs and ensure every pupil feels comfortable in front of the camera.
- We aim to produce photography that reflects the diversity and inclusivity of each school or nursery.

7. Copyright & Disclaimer Notice

All photographs produced by Lisa Williamson Photography are protected by copyright law. Clients are granted usage rights as set out in their agreement but may not sell, edit or redistribute images without prior consent.

While we strive to keep all website content accurate and up to date, we make no guarantees about completeness or suitability. Any reliance you place on such information is strictly at your own risk.

Contact Details

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