



LISA WILLIAMSON
PHOTOGRAPHY

Privacy Policy, Terms of Service & Child Safeguarding

Lisa Williamson Photography

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1. Introduction and About Us

Lisa Williamson Photography is a sole trader business based in the UK. We are committed to protecting the privacy of our clients and the subjects we photograph. This document outlines our data protection policy, terms of service, and safeguarding commitments in line with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

For any data protection queries, please contact us at lwphotography32@gmail.com

2. Our Role: Data Controller & Data Processor

- As a Data Controller: We act as a Data Controller for all personal data related to our direct clients, such as school staff and administrators. We determine how and why this information is processed.
- As a Data Processor: When we photograph children in schools or nurseries, we act as a Data Processor on behalf of the school. The school remains the Data Controller for this information. We will process any personal data provided by the school (e.g., student names and class lists) strictly according to the school's instructions and our contract with them.

3. The Data We Collect and Our Lawful Basis

We collect and process personal data under specific lawful bases.

- Client Data (Staff & Schools):
 - Data collected: Names, email addresses, phone numbers, job titles, and school/business addresses.
 - Purpose: For communication, booking management, service delivery, and invoicing.
 - Lawful Basis: Contract. This processing is necessary to fulfil our contractual obligations to you. We also use a legitimate interest basis for retaining your details for a reasonable period to offer future services.
- Photography Subjects (Children & Staff):
 - Data collected: Photographs which are considered personal data. We do not collect personal details of children directly from them.
 - Purpose: To produce photographic portraits, group photos, and event coverage as commissioned by the school.
 - Lawful Basis: Consent is our primary lawful basis for all images of children and staff. The school is responsible for securing this consent from parents or legal guardians, and

for communicating any individuals who have not consented. We cannot be held liable for images taken where the school has not properly secured or communicated consent.

- **Marketing Images:** We will use a small number of carefully selected images for our portfolio and marketing (e.g., on our website or social media) only with explicit, written consent from the relevant data subject (for adults) or parent/guardian (for children).

4. Your Rights as a Data Subject

Under the UK GDPR, you have the right to:

- **Access:** Request a copy of the personal data we hold about you.
- **Rectification:** Have any inaccurate or incomplete data corrected.
- **Erasure:** Request that we delete your personal data (in certain circumstances, such as when it's no longer necessary for our purposes).
- **Restrict Processing:** Request that we limit how we use your data.
- **Object:** Object to the processing of your data where we are relying on a legitimate interest basis.
- **Data Portability:** Receive your data in a structured, machine-readable format.
- **Withdraw Consent:** Withdraw your consent at any time where it was the lawful basis for processing.

To exercise any of these rights, please contact us at lwphotography32@gmail.com. You also have the right to lodge a complaint with the Information Commissioner's Office (ICO) if you believe we have not handled your data correctly.

5. Data Security and Safeguarding

- **Security:** All personal data, including photographs, is stored on encrypted, password-protected systems. Data is transferred to and from schools and clients via secure, encrypted channels.
- **Data Sharing:** We will not sell, rent, or trade your personal information. We only share data with trusted third-party service providers (e.g., secure online gallery providers, invoicing software) under a formal data processing agreement, where appropriate safeguards are in place.
- **Child Safeguarding:** We take child safeguarding very seriously. All photography sessions are conducted in accordance with the school's safeguarding policies. We will not take or use any images of a child for whom consent has been withheld or withdrawn, and we have strict protocols in place to respect confidentiality, particularly for children with additional needs.

6. Image Ownership & Usage Terms

- **Copyright:** The copyright of all images remains with **Lisa Williamson Photography**.
- **Usage Licence:** Clients (schools or nurseries) are granted a non-exclusive, perpetual licence to use the images for their own internal and external marketing and promotional purposes, including in prospectuses, on their websites, and in school-specific newsletters. Images must not be sold, sub-licensed, or used in a way that could harm our reputation.
- **Image Usage for Portfolio:** We may use a small selection of images for our business portfolio (on our website, social media, or in printed materials) only with explicit, written consent from the client and the parent/guardian of any identifiable children.

7. Website & Cookie Policy

Our website uses cookies to improve your browsing experience. Cookies are small data files stored on your device.

- Essential Cookies: Necessary for the website to function.
- Analytics Cookies: To measure traffic and improve website performance.
- Preference Cookies: To remember your settings.

You will be presented with a cookie banner that allows you to accept or reject non-essential cookies. You can also manage your preferences at any time through your browser settings.

8. Payment and Cancellation Terms

- Bookings: A booking is confirmed upon written or email confirmation.
 - Payment: Invoices must be paid within 28 days unless otherwise agreed in writing. Late payment may incur fees as permitted by UK law.
 - Cancellation: If a client cancels a confirmed booking within 3 days of the scheduled shoot, a cancellation fee may be charged to cover lost time and preparation costs.
- End of Policy

9. 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.

Contact Details

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