

Laboratory

Studio

Privacy Policy

Privacy Policy 1.1

This Privacy Policy sets out how *The Photographic Research Laboratory Ltd.* uses and processes data from our visitors, clients and partners.

The Photographic Research Laboratory Ltd is a limited company committed to ensuring that your privacy is protected.

We may change this policy from time to time by updating this page. You should check this page whenever visiting the website to ensure that you are happy with any changes.

This policy is effective from January 2019.

If you have any questions or queries about this policy please use the contact information at the bottom of this policy.

What Kind of Information Do We Collect and Process?

When browsing our website we collect data using Google Analytics that tracks our visitors behaviour on our website which provides insights into the ways we can improve the usability of the website. This information is also used for internal reporting purposes. Google Analytics uses cookies to track this information but Google Analytics is anonymised in accordance with GDPR.

Mailing List

In order to sign-up to our mailing list you only

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need to provide your email address. Using this you can update your subscription preferences at any time or unsubscribe all together. The option to do this is linked in every email you receive from us.

Booking events at *The Photographic Research Laboratory Ltd.*

In order to book a place on an event or attend a talk or workshop you will be required to provide your contact details including your name and email address.

Hiring The Photographic Research Laboratory Ltd for photoshoots and private events

In order to hire out the venue for your production or private events you will need to provide your contact details including your name and your email as well as your business details if you're booking the studio on behalf of a company.

Submitting work to the *The Photographic Research Laboratory Ltd.*

When lending us material for exhibitions, workshops or related activities you will be asked for information about the content and authorship of the material.

What do we use your personal data for?

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We use your personal data, including any of the personal data listed above, for the following purposes:

- We primarily use email as our main communication method. We offer the ability to tailor what we email you by updating your preferences. As standard we send a regular newsletter which generally features information about our current and upcoming workshops, talks and events and featured content. The content and layout of our emails is subject to change and you are welcome to update your preferences or unsubscribe altogether as and when you wish. We don't share your information with any third parties.

- Registering you for a talk, workshop or event. In order to book a place on any of our talks and events we require information including your name and email.

- We also use stored data regarding bookings to build a picture of our audiences and in the future provide tailored emails and offers to you

- To develop new products and services and to review and improve current products and services

- To comply with legal and regulatory obligations, requirements and guidance

How we collect your data

We collect different information about you in a

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number of ways:

Information you give us when you buy tickets, book the studio or sign up to our newsletter, we will store the personal information you give to us such as your name, email address, postal address, telephone number and card details.

Automated technologies or interactions

As you interact with our website, we may automatically collect Technical Data about your equipment, browsing actions and patterns. We collect this personal data by using cookies and other similar technologies.

Information from third parties

We occasionally receive information about you from third parties as set out below:

1. Analytics providers such as Google
2. Advertising networks such as Facebook
3. Search information providers such as Google AdWords

What are the legal grounds for our processing of your personal information?

- Where we need to perform the contract we are about to enter into or have entered into with you (i.e. purchasing tickets)
- Where it is necessary for our legitimate interests and your interests and fundamental

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rights do not override those interests.

- Where we need to comply with a legal or regulatory obligation.
- Where we have your explicit consent before using your personal information in that specific situation.

Disclosure of your details to third parties

There are certain circumstances under which we may disclose your personal information to third parties.

For instance to our service providers who process data on our behalf and on our instructions (for example our ticketing and CRM software providers). We require all third

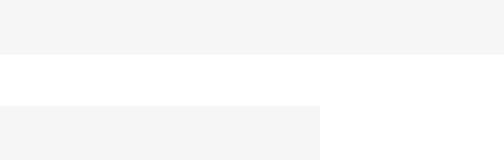
parties to respect the privacy of your personal information and to treat it in accordance with the law.

In order to process physical mail-outs we will provide information to a third party mailing house. As a third party contractor we have insured that they are GDPR compliant.

We do not allow our third-party service providers to use your personal information for their own purposes and only permit them to process your personal information for specified purposes and in accordance with our instructions.

How and when can you withdraw your consent?

Where we're relying upon your consent to



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process personal data, you can withdraw this at any time by contacting us using the details below.

For how long is your personal information retained by us?

Depending on the level of information we hold on you and the purposes of holding that information will determine how long we retain data for.

We will be introducing automated processes in due course that will anonymise data if you should be classed as “inactive” for a certain number of months. This means that if you don’t attend an event or open an email we will

remove your personal information from our system. This means that while the recorded statistics about our attendees and marketing are kept the personal information that could be associated to them won’t be.

For financial and other reporting for processes such as Gift Aid we may be legally obliged to retain your information and declaration for a set period.

What are your rights under data protection laws?

Here is a list of the rights that all individuals have under data protection laws. They don’t apply in all circumstances. If you wish to use

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any of them, we'll explain at that time if they are engaged or not.

- The right to be informed about the processing of your personal information
- The right to have your personal information corrected if it is inaccurate and to have incomplete personal information completed
- The right to object to processing of your personal information
- The right to restrict processing of your personal information
- The right to have your personal information erased (the “right to be forgotten”)
- The right to request access to your personal information and to obtain information about how we process it

- The right to move, copy or transfer your personal information (“data portability”)

You have the right to complain to the Information Commissioner’s Office which enforces data protection laws: <https://ico.org.uk/>.

Your right to object

You have the right to object to certain purposes for processing, in particular to data processed for direct marketing purposes and to data processed for certain reasons based on our legitimate interests. You can contact us using the information below to exercise these rights. No fee usually required

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You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request is clearly unfounded, repetitive or excessive. Alternatively, we may refuse to comply with your request in these circumstances.

What we may need from you

We may need to request specific information from you to help us confirm your identity and ensure your right to access your personal information (or to exercise any of your other rights). This is a security measure to ensure that personal information is not disclosed to

any person who has no right to receive it. We may also contact you to ask you for further information in relation to your request to speed up our response.

Time limit to respond

We try to respond to all legitimate requests within one month. Occasionally it may take us longer than a month if your request is particularly complex or you have made a number of requests. In this case, we will notify you and keep you updated.

Security

We are committed to ensuring that your information is secure. In order to prevent

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unauthorised access or disclosure, we have put in place suitable physical, electronic and other procedures to safeguard and secure the information we collect online.

Cookies

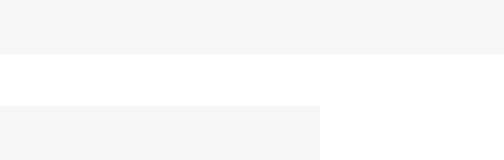
A cookie is a text-only string of information that a website transfers to the cookie file of the browser on your computer's hard disk so that the website can remember who you are. A cookie will typically contain the name of the domain from which the cookie has come, the 'lifetime' of the cookie, and a value, usually a randomly generated unique number.

Managing cookies

Most web browsers allow you to control the cookies stored on your computer through your browser's settings. To find out more about cookies, including how to see what cookies have been stored and how to manage and delete them, visit <http://www.allaboutcookies.org/>

Removing or disabling cookies

You may choose to remove or block cookies at any time by adjusting your browser settings, but in some cases, this may impact your experience of our website.



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Contacting Us

You may contact us by email or post in matters relating to any of the above using the following details:

Email:

info@thelaboratory.studio

Post:

Unit 10,
38-40 Upper Clapton Road, London, England,
E5 8BQ

Thank

You