

Adrian Lambert  
**LAMBERT PHOTO**  
Fitzalan Street  
SK13 7DL  
UK  
okadrian@fastmail.com  
lambertphoto.uk  
07581209100

[Data Privacy Policy](#)

## **The type of personal information we collect**

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details)
- Digital Photographs
- Digital Video
- Digitised or digitally originated release forms

## **How we get the personal information and why we have it**

**All of the personal information we process is provided to us directly by you for one of the following reasons:**

- Photography or video for commercial, documentary, and creative purposes
- Legal and contractual administration requirements relating to our core services

We do not receive personal information indirectly.

**We use the information that you have given us in order to fulfil legal and contractual obligations for the following reasons:**

Media licensing contracts

Legal protection

Insurance policy compliance

Media annotation

We may in rare circumstances share this information with clients who have a legitimate or vital interest.

**Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:**

- (a) Your consent.
- (b) We have a contractual obligation.
- (c) We have a legal obligation.
- (d) We have a vital interest.

## **How we store your personal information**

**Your information is securely stored.**

**In line with industry best practices digital media is annotated as per the IPTC (International Press Telecommunications Council) Information Interchange Model (IIM) or Core Schema for XMP with vital information only including names, dates and locations.**

We keep digital media in perpetuity in encrypted password protected storage both online and locally.

We keep completed releases on encrypted hard drives locally only.

In circumstances where information is deleted we use secure deletion processes.

# Your data protection rights

**Under data protection law, you have rights including:**

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [okadrian@fastmail.com](mailto:okadrian@fastmail.com) or **07581209100** if you wish to make a request.

## How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at [okadrian@fastmail.com](mailto:okadrian@fastmail.com)

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>

### **Our contact details:**

Name: Adrian Lambert Photography Ltd

Address: 1 Fitzalan Street, Glossop, Derbyshire, SK13 7DL

Phone Number: 07581209100

E-mail: [okadrian@fastmail.com](mailto:okadrian@fastmail.com)

Web: <http://lambertphoto.uk/>