



Privacy & Data Policy

Academy Portraits Limited (Academy Portraits) of Chosen View Road, Cheltenham GL51 9LT considers privacy and data protection to be of paramount importance. Academy Portraits complies with the Data Protection Act 1998 in relation to all processing of personal data supplied to us by users and other personal data in our possession for any reason, as well as being fully compliant with GDPR rules that come into effect from May 2018.

It is the policy of Academy Portraits to maintain the privacy and confidentiality of any personal information, such as your name, address, email address, telephone number or any student data that you provide to us. By using Academy Portraits, you consent to the terms of this privacy policy. We do not collect, use or disclose any personal information for any purpose other than those identified below, except with your consent or as required by law. We also have never and will never share information we capture with any third parties.

The information we collect:

PERSONAL INFORMATION

We collect only personal information about yourselves or pupils, such as your name, address, email address, or telephone number that you voluntarily provide to us. For example, we may receive personal information including pupil names and unique ID numbers used for your school system e.g. SIMs, Integris. That information is only handled by Academy Portraits and used in connection with your system. We do not sell any personal information we receive through our website to any third party.

PHOTOGRAPHY SERVICES

All images and information that Academy Portraits upholds is stored on our secure sever and not shared with any third parties. Images taken will only be shared with the school/establishment they are associated with. Images are stored on Academy Portraits system for up to 18 months and then are transferred to be archived on encrypted external hard drives that are kept on site at GL51 9LT in a locked safe.

WEBSITE ACTIVITY DATA

Each time a customer visits our website (academyorder.com) the web server collects and logs certain information. We keep these access logs for a reasonable period of time. These logs include, but are not restricted to: a computer's TCP/IP address, username (if applicable), date, time and files accessed. These logs also contain information about referrer information if you clicked on an external link in order to access a academyorder.com webpage. We use these logs solely for performance, site administration and security reviews. We do not sell or share this information with any third party.

COOKIES

A "cookie" is a block of text placed in a file on your hard drive by a website you've visited. Portions of the website may use cookies for security and authentication purposes. For example, we may use cookies to maintain a computer's session to the server. We do not share or sell information we may learn about you through our use of cookies to any third party or for any purpose.



Suppliers used by Academy Portraits

PRINTWASTE RECYCLING & SHREDDING

It is important to make sure all waste is disposed of safely, but it is vital that confidential waste is destroyed securely and effectively. That may be office paper documents, computer waste, sensitive material, or defective products that are unfit for sale and need destroying. Aside from fines for data breaches, organisations have a responsibility to dispose of confidential waste responsibly and consider ethical alternatives to landfill.

Printwaste Recycling & Shredding, provide a full audit trail from collection to destruction, as it is essential that you use an accredited data processor for secure disposal, as ultimately it is a legal requirement of any organisation to be responsible for any breach of personal data. They are accredited to the highest standards.

We are committed to ensuring the ongoing safety of our clients, pupils and parents. Should you have any questions, please email your query to hello@academyportraits.co.uk