



Lightbox Photo Club Data Privacy Policy

A law known as the General Data Protection Regulation (or GDPR) came into effect in 2018 to ensure that any personal data collected by us will only be used as permitted by law.

At Lightbox Photo Club we understand how important your personal information is and your necessity to keep it protected. Below are some guidelines about how we collect, use and store your personal data and the rights you have regarding your private information.

When will we collect your data?

We will require personal data from you when you request information or make a purchase from Lightbox Photo Club. It will be recorded digitally and only be used to send you invoices or other information directly related to your child or teenager's involvement with Lightbox.

What data will we request?

The information we will require for a school club, course or workshop will be:

Your email address, name and contact number.

Your child or teenager's name, date of birth and school year group if applicable.

Your emergency contact details.

Details of any allergies.

Details in regard to your child or teenager having any special educational needs or disabilities.

When you make an enquiry about any of our services or join one of our clubs or workshops we will ask if you would also like to sign up to our mailing list which will require us to store your name and email address. This data is stored on Mailchimp (our data processor) and will only be used to send you news via email. You can unsubscribe at any time via a link on each newsletter.

How long do we keep your data for?

We will retain your data for as long as your child or teenager is actively taking part in a school club, workshop or course. Where there has not been any customer activity for one year we will contact you to check if you still wish for us to retain your contact information. If the answer is no we will delete this data immediately and permanently.

What are your privacy guidelines for photographs of students?

As part of our after-school photography courses and workshops we adhere to strict rules which state that no students are allowed to take photos of each other during the club or of any other people present with the following exceptions. In order to develop camera skills, we do offer sessions that require our students to learn about lighting and composing portraits. We will inform all parents of this in advance and offer them the chance for their daughter/son to opt out of these sessions and as the students work in pairs if preferred they can just take on the role of photographer instead of subject. At the end of each session the cameras and images all remain under the strict care of Lightbox Photo Club and are stored on Dropbox which is both password protected and GDPR compliant. A final digital gallery of each child's work will be sent out to parents at the end of each term and will never contain images of other students. The images will then be permanently deleted and if we wish to use any images for marketing we will always request your strict permission in writing.

How do we protect your information?

Lightbox Photo Club stores personal data on Apple Numbers, Dropbox and Mailchimp which are all password protected, GDPR compliant and stored on devices which are also password protected. The Lightbox Photo Club website is also routinely scanned for any security vulnerabilities. Your information is held on a fully secured network and will only be accessed by Lightbox Photo Club employees who are fully trained in all aspects of GDPR. If you wish to see a copy of the information we hold about you or and your child then please contact us. We will never share your data with a third party.

Accepting the Privacy Policy

It is considered that customers who visit and continue to use Lightbox Photo Club services agree to our Terms and Conditions, and by doing so you are confirming that you have read and understood the terms detailed in our Terms and Conditions and in this Privacy Policy.

If you require any further information or clarification of the above please do contact me at hannah@lightboxphotoclub.com

Last updated - November 2020.