Privacy Policy

This policy sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

**Information we collect from you**

If you decide to submit a ‘General Enquiry’ or a ‘Conversion’, or if you enquire over the telephone, you will be asked to provide certain information about yourself/ organisation, including your name and contact details. By sharing your personal information, you consent to the collection, use and transfer of your information in accordance with the terms of this privacy policy.

We may also collect information about the details of your enquiry, as well as information about you, from emails, phone calls or letters that you send to us or forum information you post on our website. We only use this information in accordance with this privacy policy.

**Use of your personal information**

We will only use your personal information for the following purposes:

\* To enable us to provide you with an accurate response or quotation relating to your enquiry, or to contact you with our newsletter and other email updates should you choose to opt into those services.

\* To accurately update information shared relating to your enquiry specifics and services provided by Carla Regler Photography, via our secure customer relationship management tool of Mailchimp.

\* To make you aware of Carla Regler Photography news updates, should you opt into our electronic mailing.

\* To produce reports, statistics and analysis of the types of enquiries our business receives.

\* We will not share any of your information with third parties, unless a legal obligation requires us to do so.

If you change your mind about being contacted in the future, please let us know and we will remove you from our mailing list and/ or customer relationship management database.

**We will give you access to your data at any time**

On request, we will provide you with a full export of your data in a common file format determined by us. Request for data should be submitted to carla@carlaregler.com

We reserve the right to use the name and/ or logo of the company you work for in publicity material, advertising or marketing collateral, unless you specifically tell us otherwise. Your name, address details and all other personal information will remain confidential at all times.

**We do not store your debit/ credit card details**

If you choose to pay for any of our services or products using a debit/credit card, your card details are not stored by us and cannot be used by our staff.

**You can opt-out of any email communications**

We send billing information, product information, and occasional customer newsletters to you via email.

Where appropriate email communication will contain clear and obvious instructions describing how the user can opt to be removed from the mailing list. We will promptly remove any subscriber upon request.

**About Cookies**

A cookie is a text-only string of information that is stored by your browser when you navigate around a website. Cookies are required to use the website and are used in the following ways:

\* To compile anonymous, aggregated statistics that allow us to understand how users use our site and to help us improve the structure of our website. We cannot identify you personally in this way.

These cookies contain no personal information, but clearly users shouldn’t enable ‘remember me’ when using a publicly-accessible computing device or terminal.

For further information on cookies, or guidance as to how to remove cookies from your browser, visit [www.aboutcookies.org](http://www.aboutcookies.org/) or [www.allaboutcookies.org](http://www.allaboutcookies.org/).

You can set your browser not to accept cookies, however, in a few cases some of our website features may not function as a result.

**This policy may be updated from time to time**

We reserve the right to change this policy at any time and any amended policy will be posted on our website.

Last Updated January 2021