

AURIMAGES / DOLFY AGENCY LIMITED GDPR PRIVACY STATEMENT

Who we are

This is the privacy statement of Aurimages / Dolfy Agency Limited.

This privacy statement explains how we collect and use personal information about you.

We operate from 869 High Road, London, N128QA, UK

More information can be found about us on our website www.aurimages.com.

What personal information we collect

The personal information we collect from you will vary depending on which services you engage us to deliver. The personal information we collect might include your personal name, telephone number, email address, your company address and telephone number, your company Value Added Tax (VAT) number-and bank account details, your IP address, which searches you may have done on our website and when you made them, the images you may have downloaded from our website and when you downloaded them.

Where we collect personal information from

We may collect personal data information about you (or your business)-from these sources:

Data you give us:

- When you register on our website
- When you talk to us on the phone
- When you use our website.
- In emails and letters
- At events

Data we collect when you use our services:

- Your searches
- Your IP address
- Your downloads

Data from third parties:

- Platforms in which you can search and download our images

How we use your personal information

Here is a list of all the ways that we may use your personal information, and which of the reasons we rely on to do so. This is also where we tell you what our legitimate interests are.

What we use your personal information for	Our reasons	Our legitimate interests
Login to access our website	• Your consent	• Keeping records up to date.
Newsletter / Promotion of our services	• Money laundering regulations	• Seeking your consent when we need it to contact you.
Delivery of images	• Our legitimate interests	• Complying with all necessary regulations that apply to us.
Billing	• Our legal duty	- Promotion and development of our business relationship
Bookkeeping and VAT	• Dealing with HMRC and other regulators	• Being efficient about how we fulfil our legal and contractual duties.

Who we share your personal information with

- Yourself and your company
- Businesses i.e. the individuals own company, assistants, PA’s
- Banks
- HM Revenue & Customs, regulators and other authorities
- Companies you ask us to share your data with
- Lawyers
- Successor accountants and advisers

If you do not provide your personal information

Personal information may be needed to be collected by statute, or under the terms of contract we have in place with you. By not providing us with this personal information could prevent or postpone us from meeting our professional obligations. As a result, this could also mean that we cannot perform your requested services.

How long we retain your personal information for

AURIMAGES / DOLFY AGENCY LIMITED GDPR PRIVACY STATEMENT

Personal data processed for any purpose or purposes shall not be kept for longer than is necessary unless instructed to by yourself or we feel required for professional indemnity purposes.

In the event you are no longer a client, please explicitly contact us so that we can erase your contact and billing information from our data base

Holding personal information outside the EEA

Data would only be sent outside of the European Economic Area (EEA) to either comply with specific legal duties or following your instructions.

Any information transferred outside of the EEA would be protected in the same way as it were being used in the EEA.

Using our website

When using our website please view our privacy statement on www.aurimages.com

Your rights

Access to your information – You have the right to request a copy of the personal information about you that we hold.

Correcting your information – We want to make sure that your personal information is accurate, complete and up to date and you may ask us to correct any personal / business information about you that you believe does not meet these standards.

Deletion of your information – You have the right to ask us to delete personal information about you where:

- You consider that we no longer require the information for the purposes for which it was obtained.
- We are using that information with your consent and you have withdrawn your consent – see *Withdrawing consent to using your information* below.
- You have validly objected to our use of your personal information – see *Objecting to how we may use your information* below.
- Our use of your personal information is contrary to law or our other legal obligations.

Objecting to how we may use your information – You have the right at any time to require us to stop using your personal information for direct marketing purposes.

Restricting how we may use your information – In some cases, you may ask us to restrict how we use your personal information. This right might apply, for example, where we are checking the accuracy of personal information about you that we hold or assessing the validity of any objection you have made to our use of your information. The right might also apply where this is no longer a basis for using your personal information but you don't want us to delete the data. Where this right is validly exercised, we may only use the relevant personal information with your consent, for legal claims or where there are other public interest grounds to do so.

Withdrawing consent using your information – Where we use your personal information with your consent you may withdraw that consent at any time and we will stop using your personal information for the purpose(s) for which consent was given.

Please contact us in any of the ways set out in the *Contact information and further advice* section if you wish to exercise any of these rights.

Changes to our privacy statement

We keep this privacy statement under regular review and will make you aware of major changes before they become effective.

This privacy statement was last updated on 23 May 2018.

Contact information and further advice

AURIMAGES / DOLFY AGENCY LIMITED GDPR PRIVACY STATEMENT

If you have any questions regarding our Privacy statement, please contact us : dolfy@aurimages.com

Complaints

We seek to resolve directly all complaints about how we handle personal information but you also have the right to lodge a complaint with the Information Commissioner's Office, whose contact details are as follows:

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

Telephone - 0303 123 1113 (local rate) or 01625 545 745

Website - <https://ico.org.uk/concerns>