

The Snap Booth LTD

Privacy Policy & GDPR Documentation

The Snap Booth LTD

Company Number: 11622242

ICO Registration Number: C1882227

This document contains:

- Website Privacy Policy
- GDPR & Data Protection Policy
- Data Processing Agreement (DPA)

SECTION 1: Privacy Policy

1. Introduction

The Snap Booth Limited ('we', 'us', 'our') is committed to protecting your privacy. We process personal data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. We act as a Data Controller for personal data collected through our website, bookings and event services.

2. Information We Collect

We may collect names, email addresses, telephone numbers, postal addresses, event details, billing information, photographic images and guest book messages. We may also collect usage data such as IP address and browser type. We use cookies to operate and improve our website.

3. Lawful Basis

We process personal data under contractual necessity, legitimate interests to operate and improve our business, and consent where required.

4. Image Usage & Marketing

Photographs taken at events may be used for promotional purposes including social media and website galleries. Clients may opt out in writing at any time and request image removal.

5. Online Galleries

Event galleries are delivered via password-protected systems. While secured, we cannot control third-party sharing of passwords.

6. Data Retention

Booking and financial records are retained for up to 6 years. Event photographs and galleries may be retained indefinitely unless a deletion request is received. Marketing data is retained until consent is withdrawn.

7. Data Sharing

We may share data with trusted third parties including payment processors (e.g. Stripe), cloud storage providers, printing suppliers and professional advisers. Where data is processed outside the UK, appropriate safeguards are applied. We do not sell personal data.

8. Security

We implement appropriate technical and organisational measures including secure systems, restricted access and encrypted storage.

9. Your Rights

You have the right to access, correct, delete, restrict or object to processing, withdraw consent, and lodge a complaint with the Information Commissioner's Office (ICO).

10. Contact

The Snap Booth Limited, 10 Redgate Road, Cambridge,
Cambridgeshire, CB3 0PP, United
Kingdom. Email: hello@snap-booth.co.uk |
Website: www.snap-booth.co.uk

SECTION 2: GDPR & Data Protection Policy

1. Our Status

The Snap Booth Limited acts as a Data Controller in relation to personal data collected and processed in connection with our services.

2. Categories of Data Subjects

Event clients, event guests, corporate representatives and website users.

3. Categories of Personal Data

Names, contact details, event information, photographic images, billing details and usage data.

4. Security Measures

We maintain secure password-protected systems, restricted access controls and secure cloud storage providers.

5. Data Breach Procedure

In the event of a personal data breach, we will assess the risk and notify affected parties and the ICO within 72 hours where legally required.

6. Sub-Processors

We may engage sub-processors including Stripe (payment processor), cloud storage providers and printing suppliers. All sub-processors are required to comply with UK GDPR.

SECTION 3: Data Processing Agreement (DPA)

1. Roles

The Snap Booth Limited acts as a Data Controller. Where processing is carried out strictly on documented instructions from a client organisation, we shall act as a Data Processor for that specific activity.

2. Subject Matter & Purpose

Processing relates to event photography, guest book production, digital gallery provision and booking administration for the purpose of delivering contracted photo booth services.

3. Categories of Data

Names, contact details, event details and photographic images.

4. Confidentiality & Security

We ensure all data is processed securely with appropriate technical and organisational measures in place.

5. Governing Law

This Agreement is governed by the laws of England and Wales.