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## GIFT CERTIFICATES - PRIVACY POLICY

**Graham Harris Graham - Fine Art Photography shall be known herein as "we" or "us" & you or the person to whom you give a Gift Certificate shall be known as "you".**

We understand your concerns about what happens to information which you provide to us through this website and we are committed to protecting your privacy. This privacy policy explains what information we collect from you when you use this website and how we use this information. By using this website you consent to the provisions contained in this privacy policy.

### **What information do we collect from you?**

We will collect information from you when you register to use the website, when you purchase a Gift Certificate or if you choose to contact us through the website. The information we collect includes your name and contact details. We may also collect information from you at other times for example if we wish to seek your feedback about our products or services or if we want to make promotions and offers available to you.

### **How will we use this information?**

Your information will be used for the following purposes: to enable you to purchase, register and use your Gift Certificate; so that we can process your requests for assistance or information in connection with the website; so that we can conduct research about your experience with the Gift Certificate and finally, to support any other intended purpose stated at the time at which your information is collected, subject to any preferences which you may have indicated. If you agree, we will also use your information to contact you with online promotional offers, competitions and to receive news and other updates from us.

### **How will we contact you?**

We can contact you by email or post. We will only contact you by email if you have indicated that you are happy for us to do so, and we will not pass your contact details to any other company for marketing purposes.

If you consent to our contacting you by email, details of how to unsubscribe from emails will be included with each email we send you. You can email us at [info@ghgraham.com](mailto:info@ghgraham.com) to change your contact preferences. Please be aware that there may be times when it is necessary for us to contact you even if you have opted out of receiving other communications from us, such as for administrative or operational reasons.



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**To whom will we provide your information?**

From time to time we may need to disclose your information to third party data processing service providers (e.g. PayPal) who process your information on our behalf in accordance with our instructions, to enable us to provide, and for administrative and operational purposes connected with our provision of, the Gift Certificate; we will only ever do so as permitted by and in accordance with applicable data protection law.

**What happens if I follow a link to another website?**

If you use links on our website that lead to external websites we will no longer have control over the way in which any information is collected from you through those websites. Other websites may handle your information in a different way and should have their own privacy policies.

**What about Cookies and other tracking tools?**

Cookies are small packets of data that your web browser stores on your computer when you visit websites, which enable the server to collect information. Cookies are used by us for example to recognise you when, as a registered user, you log on to the website.

To get the most out of your experience when using our website you will need to use cookies. However, should you want to turn off the cookie function, please see the help section on your web browser.

**How can I find out what information you hold about me?**

If at any time you wish to know what information we hold about you, please contact us at:

*Graham Harris Graham - Fine Art Photography*  
7 The Cross  
Culross KY12 8HT  
Scotland  
[info@ghgraham.com](mailto:info@ghgraham.com)  
Tel: +44(0)0138-388-2149

If necessary you can ask us to rectify or complete any inaccurate or incomplete personal information which we hold about you.

**What if there are changes to this policy?**

Occasionally, to better protect you and in accordance with the law, we may need to update our Privacy Policy. We reserve the right to amend, update or replace this policy at any time and your continued use this website will constitute your acceptance of any such changes we may make. Any changes we make will be shown here, so please make sure you check this page from time to time.