



Gord Evans Photography
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Gord Evans Photography Privacy Policy

Latest revision of this document: March, 2010

Gord Evans Photography is committed to protecting the privacy, accuracy and reliability of any Personal Information you choose to provide through our website, by e-mail, or verbally. In order to serve you as best as we can, we may ask you for certain Personal Information. Your Personal Information is kept confidential; we have developed information privacy practices that are described in detail in this privacy policy. Gord Evans Photography maintains your Personal Information in strict adherence with this policy.

Please read this privacy policy carefully. By using Gord Evans Photography services, you agree to the terms of this policy. If you do not agree with these terms, please do not disclose any Personal Information. This privacy policy may change from time to time. Should you have any questions about this policy or our data collection and use practices, please contact us by E-mail or phone as listed below.

Our Commitment to Privacy

Your privacy is important to us. To better protect your privacy we provide this statement explaining our information practices and the choices you can make about the way your information is collected and used. To make this statement easy to find, we make it available on our homepage (www.gordevansphotohotography.com/privacypolicy.htm) and on every page where our information collection practices are applicable.

Collection of Personal Information

It is not necessary to provide any information that identifies you (hereinafter referred to as "Personal Information") to use our website. In general, you can visit our website without telling us who you are or revealing any Personal Information. If you want, however, to access certain features offered through this website, it may be necessary to provide Personal Information, such as your name, address, and telephone number, and possibly other information. We also may ask for some Personal Information when you send us a comment or question, or when you request information through our Site or by E-mail. If you do not want to give us any Personal Information, you can choose not to use these features of our website. The choice is yours. We are only interested in offering you convenient online services that match your interests and needs.

The Information

We Collect Personal Information that is collected on certain pages of our website. If you decide to contact Gord Evans Photography online to ask a question or learn more about our package(s), you will find that the contact forms ask for certain types of Personal Information to assist us in complying with your requests. Gord Evans Photography may ask you to provide Personal Information, some optional, some required, on specific pages of the website. The information requested may include your name, E-mail address, phone number, dates of requested shoots, and your comments. Further Personal Information may be collected during communication with you by e-mail, on the phone or during meetings. During those meetings Gord Evans Photography may ask you to provide Personal Information, some optional, some required. The information requested may include your name, age, address, e-mail address, shipping information, phone number, dates of events, event details, locations where the events will take place, family information (including marital status), bridal party information (including ages, e.g. 2 year old flower girl). Images of you, and/or your guests at your event or function, are also retained by Gord Evans Photography in an electronic format.

Use of Personal Information

We use your Personal Information for four general reasons. **First**, we use Personal Information to provide you with the services that you request. **Second**, we may use your Personal Information to send you additional information about our products or information about other products and services in which you might be interested. **Third**, we may use your information in aggregate form to help us evaluate and modify existing services, and to help us develop additional services that are likely to be of interest to our clients. **Fourth**, we may use your images for advertising purposes, to promote and develop Gord Evans Photography and its products. In no manner is your Personal Information ever used in association with a photo, portrait or any other manner unless we obtain in writing a release, for us to use that information.

Use of Images

Images that we create may be used in promotional items such as marketing material, event bulletins, business cards, posters, advertisements, and website galleries. No Personal Information is ever used in these formats. The images are only used to represent the art that is created from your likeness only. You can always choose not to have your images used for our advertising, to do this you must send us an e-mail or registered letter to us. Every reasonable effort will be made to remove your likeness from the advertising material, however if the publication or material is being distributed by a third party, we may not be able to control the use after the information is sent from our studio, so it is your responsibility inform us of your desires before we make use of your likeness. Please refer to Personal Information: Access and Correction for the procedures for informing us of your wishes.

How We Use Personal Information

We use the Personal Information you provide (summarized in “The Information We Collect”) to provide you with the services that you request. Your Personal Information will be shared with our employees and assistants. Your Name, Address and Phone Number may when required be shared with unrelated entities and/or business partners acting on our behalf to: (i) ship an order you have requested; (ii) collect debt or other payments; (iii) book an indoor location for your event. We do not share this information with non-Gord Evans Photography companies except to the extent necessary to complete your transaction and, when we do share it, it is subject to their agreement to treat it as confidential business information and with the understanding that it may not be used for any purpose other than to perform their function. Gord Evans Photography does not sell or otherwise directly profit from collected images. Our only gain is the advertising the images generate.

Disclosure of Personal Information

We release Personal Information when we believe release is appropriate to comply with the law.

Personal Information: Access and Correction

If you would like to access your Personal Information, or request that your Personal Information be modified, corrected or removed from our records, please contact Gord Evans Photography through our E-mail or the mailing address listed below. Gord Evans Photography will make all reasonable efforts to respond within 30 days of your request. Gord Evans Photography will use reasonable efforts to supply you with this information and to correct any factual inaccuracies that you identify.

Our Commitment to Data Security

Gord Evans Photography works hard to ensure that your Personal Information is secure. Information collected during meetings or verbally is kept on paper rather than electronically (excluding: your name, address, phone, e-mail and purchased package, i.e.: information gather by our accounting software plus scanned or digital images). However, no data transmission over the Internet can be guaranteed to be completely secure; we cannot guarantee the security of any information you transmit to us, and you transmit such information at your own risk.

Links to Other Sites

As a convenience to our visitors, the Gord Evans Photography Site may contain links to a number of sites that we believe may offer useful information. When you click on one of these links, you will be transferred from the Gord Evans Photography Site and be connected to the Site of the organization or company that you selected. The Gord Evans Photography privacy policy is no longer applicable when you leave our Site by way of a link. Each of these linked sites maintains its own independent privacy policies and procedures, which you should consult before providing any of your Personal Information.

Changes to Policy and Questions

Gord Evans Photography reserves the right to modify, add or remove portions of this Privacy statement at any time and its discretion. If we decide to change this policy, we will post those changes at this website, which will be effective immediately upon posting. If you have any questions about our policy, this Site or its offerings, you may contact us online using our e-mail address: gord@gordevansphotography.com or you may write to us via the following address:

Attn: Privacy Officer
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