

# THE PHOTO CURATORS

*Organising photos, preserving memories*

## TERMS AND CONDITIONS

### **Best Advice**

Photo organising advice is given in good faith and it is always your decision to accept guidance on whether or not to keep particular images. The Photo Curators Ltd therefore cannot accept responsibility for the consequences of such decisions.

### **Removal of Items & Copyright**

Items to be removed from your premises, either for further studio work or confidential disposal, will be at your own discretion. Disposal of any item or image will not take place without your authorization. Therefore, you accept responsibility for all items disposed of in the organizing and preserving process. By releasing items for scanning and/or backup, the Client acknowledges that they own the copyright to the images or that they have obtained the written permission of the copyright owner.

### **Referrals**

As required, we will signpost you to services and products that may assist our organising work. I will ensure that all such recommendations have their own warranties and insurances as we cannot accept responsibility for them. It is therefore important that you satisfy yourself that these services and prices are appropriate to your needs.

### **Confidentiality and Privacy**

The Photo Curators Ltd works to GDPR standards and Sarah holds an Enhanced DBS certificate. The company is registered with the ICO (certificate #ZA519953) and is insured for Professional Indemnity, Public Liability and Cyber Security.

With such privity to client personal data, you are ensured that all client information is protected under the Data Protection Act and never divulged to third parties. The one way your situation may be mentioned to others is in the context of The Photo Curators Ltd services and experiences which is depersonalized, e.g. "Mum needed to scan all her scrapbooks"; "a client was separating and both partners required copies of the family photos"; "a client was preparing a full media presentation for her daughter's 21st birthday".

### **Safeguarding**

The Photo Curators Ltd has a duty of care to safeguard the client, ourselves and client personal information. The Photo Curators Ltd is also legally required to report accidental and purposeful breaches of UK law e.g. abuse, child pornography, terrorist activities etc. Where possible, this will be discussed with you, the Client, before any action is taken.

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