

Privacy policy

Content by Kornelia

This policy explains how I use and look after information about enquiries, clients, wedding guests and website visitors.

Kornelia Wieczorek trading as Content by Kornelia is responsible for this information.

[address provided in an individual, separate copy] | contentbykornelia@gmail.com | [mobile number provided in an individual, separate copy] | contentbykornelia.co.uk

What I collect and why

I collect the details you send through forms, email, messages and bookings, such as your name, contact details, venues, dates, requests and payment records. I also record photos, video and audio of clients, guests, children and others at weddings. Relevant details may come from the couple, planner or venue. Website providers may collect technical details such as your IP address and security logs.

I use this information for these reasons:

- Enquiries and bookings: to answer questions, quote, plan, take payment, create and deliver content. This is needed for the booking contract.
- Guest coverage and running the business: to record and deliver the wedding, coordinate with suppliers, protect files and deal with complaints or claims. My legal basis is legitimate interests, meaning a reasonable business need balanced against your privacy rights.
- Tax and accounting: to keep records required by law.
- Marketing: only with separate consent, as explained below. An enquiry does not sign you up for promotional emails or texts.

Contact, payment, billing, and event details are needed to answer your enquiry or provide the service. Other preferences are optional. Please share only what is needed and let people know if you give me their details.

If information or planned footage clearly reveals health, religion, sexual orientation or other sensitive details, I will only use that information where I have explicit consent or another condition allowed by law. Otherwise, I avoid, remove or hide those details.

Filming and marketing choices

Please tell me before or during the wedding if you or a child in your care should not be filmed. I take reasonable steps to respect this, including avoiding, cropping or hiding people where appropriate. Couples should share this policy with guests. Wedding files are delivered privately to the couple, who may share their copy for personal use.

I ask separately before publishing the couple's wedding content or using identifiable people in my marketing. For children, I seek appropriate permission from someone with parental responsibility and consider the child's wishes and understanding.

Choices cover my website and ordinary social posts, paid advertising, and printed or emailed promotion. My channels are contentbykornelia.co.uk, contentbykornelia@gmail.com, and [@contentbykornelia](https://www.instagram.com/contentbykornelia) on all social accounts. Receiving promotional messages is a separate choice. I won't share your images with another supplier for their promotion, or use them for a substantially different purpose, unless I first explain how they'll be used and ask for your separate permission. Saying no does not affect your booking.

You can withdraw permission at any time by emailing me, identifying the content if possible. I promptly stop future use, remove it from channels I control and stop distributing printed stock featuring you. Earlier lawful use stays lawful. I cannot recall every distributed item or independent copy, but take further reasonable steps where required.

Storage and sharing

I use Google Drive for storage and delivery, plus business devices and encrypted hard drives. I protect accounts, devices and sharing links, and limit access to those who need it. Other providers are Google Forms, Google Analytics, Gmail, CapCut, Canva, Cloudflare, and GitHub. Providers receive only what they need, with suitable data protection terms.

I may share relevant details with an agreed assistant or replacement, advisers, insurers or authorities where needed. Approved marketing content is public and may be viewed worldwide; social platforms have their own privacy responsibilities. I do not sell personal information.

Some of the companies I use may handle information outside the UK. Where required, I make sure the transfer has a protection arrangement recognised under UK data protection law. Ask me for details or a copy of the safeguards.

How long I keep information

- Enquiries that do not become bookings: normally 12 months after the last meaningful contact.
- Google Drive delivery folder: 28 days after all files, or an agreed final partial delivery, are accessible and I tell you. Revised or replacement files get their own 28 days. Access problems on my side extend this. I then remove the folder from active Drive storage.
- Working files and the full wedding collection: normally deleted within 90 days after final delivery, once revisions and support are complete.
- Selected approved marketing content: may stay on an encrypted hard drive and approved promotional channels with no fixed end date, while needed for marketing and permission remains valid. I review it at least annually and remove it when no longer needed or permission ends. Permanent storage is not guaranteed.
- Contracts, invoices and essential financial records: normally six years after the relevant financial or tax year ends. This does not include keeping the whole wedding collection.
- Permission records: I keep a record of a client's permissions while I rely on them. Afterwards, I may keep limited evidence of their choices where needed to show what they agreed to, meet my legal responsibilities or handle a complaint or claim.

Deleted files are removed from active storage and archives.

Your rights and questions

You can ask to see or correct your information, delete it, limit its use or receive a portable copy, where the law allows. Email me using the address above. I may need to check your identity. I normally respond within one calendar month and explain any lawful extension.

You can object to use based on legitimate interests and can always object to direct marketing. You can withdraw consent at any time.

For privacy complaints, I acknowledge your message within three working days, investigate promptly, keep you informed and explain the outcome. You can also complain to the ICO, the UK data protection regulator, at ico.org.uk/make-a-complaint or 0303 123 1113.

I do not make decisions with significant effects on you using only automated processing.

Website cookies and policy updates

Cookie details, including providers, purposes, duration and choices, can be viewed at the bottom of contentbykornelia.co.uk by clicking on *Cookie Settings*. Strictly necessary cookies and similar tools can run without consent. I ask before using advertising trackers or other tools that need consent.

I update this policy when needed and explain important changes. New uses that need permission require a new choice; changing this policy does not expand earlier permission.