



University of Westminster  
Harrow Campus  
Watford Road  
Northwich Park  
Harrow HA1 3TP

Tel: 0207 911 5000 ext. 4787  
E-Mail: [info@westphoto.co.uk](mailto:info@westphoto.co.uk)

## Privacy Statement

**westPHOTO** will not use personal information for any purpose other than that which it was submitted for. Personal information and contact details are used to reply to enquires, process orders, fulfil licensing transactions, handle complaints, provide notices and for program record-keeping. Personal information is not sold, traded or rented to any other party.

Information is held on a secure database as required by the Data Protection Act. Personal information is only accessible to staff designated to handle submissions, requests and complaints. All staff are bound to adhere to this privacy policy and the entirety of these terms and conditions.

Financial information is collected from you in order to complete your bill and transaction with **westPHOTO**. This information is stored in encrypted form wherever transmitted or received online and is accessible only to our banks and credit clearing services for the sole purpose of processing payments.

**westPHOTO** may notify you of any special promotions, products or services and information that may be of interest to you. If you do not wish to receive this information you may opt out from our mailing list by writing to us in email or by hand.