TYRONE CROSSMAN PHOTOGRAPHY
PRIVACY & POPIA NOTICE

Effective 21 November 2026

1. Who we are

Tyrone Crossman Photography is operated by Tyrone Crossman, a sole proprietor based in KwaZulu-Natal, South Africa. For purposes of the Protection of Personal Information Act 4 of 2013 (POPIA), Tyrone Crossman Photography is the responsible party for personal information processed in running the business.

Contact: tyrone@tyronecrossman.com | Website: www.tyronecrossman.com

Business/physical address for statutory disclosures: 179 Riley Road, Essenwood, Berea, 4001

Information Officer: Tyrone Crossman tel +27 827104117

2. Information we collect

Depending on your enquiry or booking, we may collect your name, contact details, billing details, event date and location, photography preferences, correspondence, quotations, invoices, and records of payments (but not necessarily full card details handled by payment providers).

We also create and process photographs and related image files, which may identify clients, wedding guests, children, employees, models or other people appearing in a commissioned shoot. Relevant metadata and delivery records may be processed.

Information may come directly from you through email, WhatsApp, website enquiries, booking documents and conversations, or from an authorised event organiser, representative or client who supplies details necessary for a booking.

3. Why we use information and our lawful grounds

We use personal information to respond to enquiries, provide quotations, enter into and perform photography contracts, schedule sessions, communicate about events, create and deliver photographs, manage albums and galleries, issue invoices, keep lawful business records, protect our rights, and handle questions or complaints.

Depending on the activity, our lawful basis may be performance of a contract, compliance with a legal obligation, legitimate interests recognised by POPIA, or consent where required. We do not rely on consent for every necessary contractual or legally required processing activity.

Providing booking and contact details is generally voluntary, but without information essential to a quotation, booking, payment or delivery we may be unable to provide the requested service. Some invoicing information must be retained under applicable law.

4. Photography, guests and children

Photographs may include identifiable people other than the paying client. We will take reasonable steps to process images lawfully and to explain relevant uses to clients and, where appropriate, affected individuals.

We will not assume that a client's permission automatically authorises every promotional use of every guest's or child's identifiable image. Additional consent or another lawful justification may be necessary, particularly for children.

Where a child's personal information is processed, we will apply POPIA's additional protections, including obtaining competent-person consent or relying on another lawful authorisation where required.

5. Portfolio and promotional use

We may invite clients to give separate permission for selected photographs to be displayed on our website, social-media pages, portfolio or promotional material. A booking alone does not constitute permission for promotional publication.

Where promotional processing depends on consent, it may be withdrawn by contacting us. We will consider removal from platforms under our control in accordance with applicable law, while recognising that copies previously shared by others may remain outside our control.

We do not currently intend to send marketing newsletters. If direct electronic marketing is introduced, it will be managed in accordance with POPIA, including applicable consent and opt-out requirements.

6. Sharing with service providers

We share only information reasonably needed to deliver the relevant service, which may include album and print laboratories (including Colorchrome), gallery hosting services (Pixsa, if used for your booking), secure file-transfer services (such as WeTransfer or SwissTransfer), website/hosting providers, payment service providers and professional advisers.

An independent videographer may be recommended, but client contact details will not simply be passed on without appropriate permission or another lawful basis.

Where suppliers act as operators processing personal information on our behalf, we will put appropriate contractual security and confidentiality arrangements in place as required by POPIA. Some providers may act as independent responsible parties under their own notices.

7. International transfers

Some email, website, gallery, payment or file-transfer providers may store or process information outside South Africa. We will identify relevant providers and take reasonable steps to ensure any cross-border transfer meets POPIA section 72, including appropriate protections or another permitted basis.

8. Security

We take reasonable technical and organisational steps appropriate to the risks to protect personal information against loss, unauthorised access, damage and unlawful processing. These may include controlled access to devices and storage, backups, password protection, secure sharing methods and review of service-provider arrangements.

No internet transmission or storage system can be guaranteed completely secure. Where we have reasonable grounds to believe a reportable security compromise has occurred, we will take the steps required by POPIA, including notifications to the Information Regulator and affected people where applicable.

9. How long we keep information

Delivered photographs are ordinarily retained for up to 12 months after final delivery, as described in our Terms & Conditions, unless longer retention is justified by law, contract, a lawful business purpose or valid consent.

Online gallery access may expire earlier; the specific download period will be communicated when images are delivered. Clients should promptly download and back up their photographs.

RAW files and intermediate working files may have different operational retention periods, which will be documented internally. Booking correspondence, contracts, invoices and financial records are retained for periods required or justified by applicable law and legitimate business needs.

When information is no longer lawfully required, we will delete, destroy or de-identify it securely as appropriate.

10. Website cookies and analytics

Our website may use technical cookies for operation, security and functionality, as well as analytics technologies that collect information about website visits and usage. Where required by applicable law, we will provide appropriate information and choices concerning non-essential cookies and similar technologies.

11. Your rights

Subject to POPIA and applicable legal limitations, you may request confirmation of whether we hold your personal information, access to that information, correction or deletion of inaccurate or unlawfully held information, and may object to certain processing or withdraw consent where applicable.

Requests should be emailed to tyrone@tyronecrossman.com. We may need to verify your identity before disclosing information about you or another person. Some requests may be handled under PAIA procedures or subject to lawful retention obligations.

You may also lodge a complaint with the Information Regulator (South Africa). Official contact details and complaint channels are available at https://inforegulator.org.za/.

12. Changes and contact

We may update this notice when our practices, service providers or legal obligations change. The effective date will appear below. Material changes will be communicated where appropriate.

Questions about privacy or requests concerning personal information: tyrone@tyronecrossman.com.

Effective date: 21 November 2026