**PRIVACY POLICY**

**THE INFORMATION WE COLLECT**

Memoria Studios collects a variety of information that is provided directly from you to us. We process your information when necessary to provide you with the Services that you have requested when accepting our Terms of Service, or where we have obtained your prior consent, or where we have legitimate interest to process your information for security, testing , maintenance, and enhancement purposes of the Services we provide to you, or for analytics, research, and reporting purposes. Without your information, we cannot provide you with the Services you have requested or you may be limited in your use of the Services.

**INFORMATION PROVIDED TO US:**

Memoria Studios collects information from you through:

* Orders or questions submitted to us via forms or email (e.g enquiry forms, sales forms, order forms)
* The Memoria Services that are used
* Your communications and dealings with us

**Information from and about you.**

Depending on the Services requested or used, the types of information that we collect will vary. The types of data we collect directly from you may include:

* Name
* Address
* Telephone Number
* Email Address
* User Photographs/Videos for Services Requested
* Email requests or Questions submitted to us

We use your personal data for a multitude of reasons. These reasons can span from understanding why and how our users engage with our services to better improve on your marketing and advertising, to carrying out internal testing on new security measures. In simple terms, this allows us to bring you the best service that we are able to.

Here are the main reasons why we collect and use data:

* To display photography and videography services that are relevant to you and improve our services to you
* To provide said services above
* To carry out marketing analysis and improve upon our existing measures
* To enable us to show appropriate advertising on our site.

Your personal information security is of the utmost importance to us. However, no method of transmission is 100% secure over the internet. Therefore, we only request information that are truly necessary to our services to be collected online. We recommend leaving transfer of sensitive information such as photographs and videos used in our services and transaction details to be settled in our face-to-face or email follow-ups.

**TERMS AND CONDITIONS**

**Introduction**

These Website Standard Terms and Conditions written on this webpage shall manage your use of our website, Memoria Studio accessible at (INCLUDE WEBSITE link WHEN DONE)

These Terms will be applied fully and affect to your use of this Website. By using this Website, you agreed to accept all terms and conditions written in here. You must not use this Website if you disagree with any of these Terms and Conditions.

**Intellectual Property Rights**

Other than the content you own, under these Terms, Memoria Studios and/or its licensors own all the intellectual property rights and materials contained in this Website.

We reserve the rights to any raw or original media, not limited to images or videos, produced during the shoots and/or sessions.

You are granted limited license only for purposes of viewing the material on this Website and engaging in the services provided.

**Restrictions**

You are specifically restricted from all of the following:

* Publishing any Website material that is not your own in any other media;
* Selling, sublicensing and/or otherwise commercializing any Website Material;
* Publicly performing and/or showing any Website material;
* Using this Website in any way that damaging to this website or impacts user access to this Website;
* Using this Website contrary to applicable laws and regulations, or in any way may cause harm to the Website, or to any person or business entity;
* Engaging in any data mining, data harvesting, data extracting or any other similar activity in relation to this Website
* Using this Website to engage in any advertising or marketing

Certain areas of this Website are restricted from being accessed by you and Memoria Studios may further restrict access by you to any areas of this Website, at any time, in absolute discretion. Any user ID and password you may have for this Website are confidential and you must maintain confidentiality as well.

**Your Content**

In these Terms and Conditions, “Your Content” shall mean any audio, video text, images or other material you choose to submit on or through the services provided on this Website. By submitting Your Content, you grant Memoria Studios a non-exclusive, worldwide, irrevocable, sub-licensable license to use, reproduce, adapt, publish, translate and distribute in any and all media.

Your Content must be your own and must not be invading any third-party’s rights. Memoria Studios reserves the right to remove any of Your Content from this Website at any time without notice.

**Limitation of liability**

In no event shall Memoria Studios, nor any of its officers, directors and employees, be held liable for anything arising out of or in any way connected with your use of this Website whether such liability is under contract. Memoria Studios, including its officers, directors and employees shall not be held liable for any indirect, consequential or special liability arising out of or in any way related to your use of this Website.

**Indemnification**

**You hereby indemnify to the fullest extent Memoria Studios from and against any and/or all liabilities, costs, demands, causes of action, damages and expenses arising in any way related to your breach of any of the provisions of these Terms and Conditions**