

Our information policy

During the course of business, the production company will receive information – names, addresses, contact details - of freelancers and performers it works and transacts with.

This is because the individual has contacted, or responded to contact, from the organisation for professional purposes. There is a legal or contractual obligation between the company and the individuals, or there may be. Data is only stored for continuing business (e.g. an ongoing contract) or accounting purposes. Data is stored electronically and occasionally in paper form (e.g. a printed invoice). This will be up to six years, when it will be securely destroyed.

Our computers and phones will not be sold on or recycled, a process during which information could be recovered, and no-one outside the organisation has access to computers and phones currently in use.

We will never share your details with any company or individual outside this organisation without your consent.

The company director is aware of the data protection self assessments available on the ICO website, and these will be completed whenever there is a change to current business activity levels or circumstances.

Your right to access

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your information in certain circumstances.

Your right to object to processing - You have the right to object to the processing of your personal data in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

How to complain

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address is:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire

SK9 5AF

Helpline number: 0303 123 1113