



## Screen South Privacy Policy Updated July 2022

Screen South is a not-for-profit company which runs several projects encompassing Film, Digital, Arts & Heritage, and currently includes Accentuate including Curating for Change, Hi- 3 Digital Network, BFI Film Academy, alongside various other projects.

Screen South is committed to ensuring your privacy is protected. This Privacy Notice explains how we collect information about you and how we process this information. Screen South takes its obligations with regard to your personal information seriously.

Your personal data will be collected by Screen South who will act as the “Data Controller”. A Data Controller determines the purposes and means of processing personal data.

We may contact you through our own systems or via a secure intermediary (including, but not limited to) Mailchimp, or Constant Contact.

### **The types of personal data which can be collected includes:**

- Name
- Address
- Telephone Numbers
- Email
- Website pages viewed and emails opened and clicked

### **The types of special categories of data collected includes:**

- Please note we may be required to provide your name only to the management of any venue used by Screen South or our projects for the purpose of security
- Access or dietary requirements you might have for a specific event organised by Screen South – we will not keep these details on file after the event.
- It is company policy that any diversity information provided to us is anonymised and your personal details will not be disclosed to any third parties unless we have obtained expressed permission from you.

### **The purpose and legal basis of processing personal data**

Screen South will collect your personal information for specific purposes under a number of lawful methods of processing.

Screen South will process personal information:

- For the purposes of informing you about a project with which you are involved under opt-in consent.
- Gathering visitor data to our website under opt-in consent.
- For the purposes of research and surveys based upon opt-in consent.
- For the purpose of contacting, you with information about Screen South or our projects and forwarding invitations to you to functions organised by ourselves, or a project partner with which you have been involved and given us permission to send you this information.
- To enable request for information, making enquiries, reports or complaints under the legitimate interest of the business.



Where your consent has been sought, you have the right to withdraw your consent at any time.

### **Your personal data rights**

SCREEN SOUTH will respect all of your data subject rights. If we do hold information about you, we will:

- authenticate you as the data subject.
- determine if a right can be administered.
- complete your request within 30 days: and
- communicate to you in clear and intelligible language.

These rights include, but are not limited to:

- **The Right of Access:** at any time, you can ask for a copy of your personal information. SCREEN SOUTH will respond with whether data is held or not. If data is held then a copy of the information and the required supplement notice will be offered to you.
- **Right of Rectification:** allows you to submit changes to your records and once changes are verified, they will be amended on SCREEN SOUTH records. Similarly, SCREEN SOUTH will periodically request you to check your data is held accurately.
- **Right of Erasure:** if you request your data to be erased, and there is no other lawful basis to keep your data, then it will be removed.
- If you would like to exercise your data subject rights including your right of access, rectification, erasure, restriction, or objection to processing, please contact the Data Protection Officer - contact details are contained within this notice.

**If you think there has been a breach of your data, please contact us immediately , by email to [info@screensouth.org](mailto:info@screensouth.org) and in writing to the address at the end of this notice.**

### **Retention periods**

All personal data collected under contract or legitimate interest will be held for a period of 3 years from your last interaction with the business before you are contacted to confirm you still wish to receive communications. If no further instructions are received it will be removed if no other lawful method of holding your data can be determined, e.g., UK finance law.

Data collected under consent will be used until consent is withdrawn or if it is no longer useful for the purpose for which it was collected. Some data may not be removed if it involves a disproportionate effort e.g. a website image of you is held by the Google search engine.

This does not affect your rights as a data subject.

Please note after this retention period has expired, SCREEN SOUTH will be unable to reinstate the original data, assuming the data was held in the first instance.

### **Failing to provide necessary personal data**

Failing to provide some or all the necessary personal data may result in:

- being unable to participate in a project.
- not receiving related news, updates, offers or notices of events.



### **Sharing personal data**

SCREEN SOUTH will share your personal data with funding organisations in order to enable you to participate in a project, you will be advised who these organisations are.

If SCREEN SOUTH shares your data on a regular basis it will perform due-diligence and hold written contracts and agreements with these organisations to legally safeguard your data.

### **Transfer to international countries**

Your data may be transferred internationally if you are involved in a trans-national project. If your data is transferred, SCREEN SOUTH will legally safeguard your personal data by:

- transferring to the EEA countries (Members of the European Economic Area).
- transferring to an EU Adequate country, which are defined as countries outside the EU that offer adequate levels of data protection.
- transferring under “EU Model Clauses” agreement with the importing party. These are standardised contractual clauses that make specific guarantees around the transfer of personal data from EEA countries to the rest of the world.

Owing to the global nature of the internet infrastructure, the information you provide may be transferred in transit to countries outside the European Economic Area that do not have similar protections in place regarding the protection of your personal data. Where this is the case, end-to-end encryption will be employed to transmit the data securely. e.g., using industry standard data encryption (SSL or TLS) to connect to websites or using email encryption technologies.

Where SCREEN SOUTH is unable to utilise legal safeguards when transferring data to a third-country, SCREEN SOUTH will seek consent from you to facilitate the data transfer.

### **Information security**

- **Transmission:** where personal data is electronically transmitted from one computing device to another over a public network an encrypted path will be used e.g., SSL. If your data is transmitted in a hard-copy format from one place to another a secure or locked method of transport will be used, suitable to the nature of the personal data.
- **Storage:** personal electronic records are located on servers on a secure platform hosted by our IT provider in an encrypted format. If your data is required to be stored outside of the secure premises, the data will be in an encrypted format. Personal paper-based records will be stored in secure offices to prevent inadvertent access by unauthorised 3rd parties.
- **Access:** only personnel authorised by SCREEN SOUTH will have access to your personal data records on a need-to-know basis.
- **Disclosure of personal data:** we do not disclose personal data unless we’re required to do so to comply with the law, under contract, have your consent, or if it is in your vital interest.

### **Privacy and cookies**

What are cookies?

Cookies are small text files which are stored on your computer when you visit certain web pages. At SCREEN SOUTH, we use cookies to understand how our sites are used which helps us to improve



your overall online experience. Some of the cookies we use are necessary for some of our sites to work. To find out more about cookies, visit [aboutcookies.org](http://aboutcookies.org).

The privacy of your information is important to us and we want to keep you well informed about cookies. We shall continue to work on initiatives in relation to recent cookie legislation to ensure you have the best experience when visiting our website.

### **The different types of cookies we use**

SCREEN SOUTH use the following categories of cookies on our websites:

- **Strictly necessary** – these cookies are essential for certain features of our websites to work. These cookies do not record identifiable personal information and we do not need your consent to place these cookies on your device. Without these cookies some services you have asked for cannot be provided.
- **Performance** – these cookies are used to collect anonymous information about how you use our websites. This information is used to help us improve our websites and understand how effective our pages are. In some cases we use trusted third parties to collect this information for us but they only use the information for the purposes explained. By using our websites, you agree that we can place these types of cookies on your device.
- **Functionality** – these cookies are used to provide services or remember settings to enhance your visit e.g. text size or other preferences. The information these cookies collect is anonymous and does not enable us to track your browsing activity on other websites. By using our websites, you agree that we can place these types of cookies on your device.
- **Managing cookies** – If you would prefer to restrict, block or delete cookies from SCREEN SOUTH, or any other website, you can use your browser to do this. Each browser is different so check the 'Help' menu of your particular browser to learn how to change your cookie preferences. If you choose to disable all cookies we cannot guarantee the performance of our websites and some features may not work as expected.

### **Links to other websites**

This privacy notice does not cover the links within this site linking to other websites. We encourage you to read the privacy statements on the other websites you visit.

### **Changes to this privacy notice**

We keep our privacy notice under regular review and we will place any updates on this webpage. At the start of this privacy notice, we will tell you when it was last updated.

This privacy notice does not provide exhaustive detail of all aspects of SCREEN SOUTH's collection and use of personal information, however, please contact us if you require further detail and we will be happy to provide any additional information or explanation needed.

### **Complaints and queries**

SCREEN SOUTH tries to meet the highest standards when collecting and using personal information. For this reason, we take any complaints we receive about this seriously. We encourage people to bring it to our attention if they think our collection or use of personal information is unfair, misleading, or inappropriate.



To make a request to SCREEN SOUTH for any personal information we may hold you need to put a request in writing using the address below:

PDQ Data Protection Officer  
Screen South Digital Hub,  
The Glassworks,  
Mill Bay,  
Folkestone,  
Kent,  
CR20 1JG

You have the right of redress and you are welcome to contact the Information Commissioners Office, please see: [ico.org.uk/make-a-complaint/](https://ico.org.uk/make-a-complaint/) or call the ICO on 0303 123 1113.