

Cardiff Film Office Film Application Privacy Policy

Cardiff Film Office has always believed in being open about what data we collect from our contacts and what we do with it. This notice is designed to inform individuals and organisations who apply for a film permit about the data we hold about you, how we use it, your rights in relation to it and the safeguards that are in place to protect it.

If you require any further information, please contact Cardiff Film Office on: 029 2078 8562

What personal data we hold and how we obtain it

The data we hold about you includes, but is not limited to;

- Name, address, telephone and email contact details.
- Details of any financial transactions (invoices and PO's)

We will obtain your personal data in relation to film permits through our online application service provided by MovieSite.

How we will use your personal data

The personal data that you provide will be used to supply and to produce a film permit and invoice.

Lawfulness of processing

The lawful basis we rely on for processing your personal data is contract.

There may be occasions where we may have to disclose your personal data if it is required or permitted by law, for example in relation to crime prevention/detection. In these cases we do not require your specific consent or explicit consent for the disclosure of your personal data.

Organisations we may share your personal data with

The personal data you provide when applying for a film permit will be processed through MovieSite. You can view the Privacy Policy for MovieSite here: <https://openbrolly.com/wp-content/blogs.dir/4/files/2020/10/Privacy-Policy.pdf>

Cardiff Film Office may also share your film permit application information to Cardiff Council departments for the purpose of gaining permission to film in certain areas, for example applications for parks or highways.

Where will my data be stored and how long will my data be retained?

The information you provide on the permit application will be stored with a third party service provider, Moviesite, who is contracted by Cardiff Film Office to supply the database software. Third parties are obliged to keep your details securely and have their own UK GDPR compliant privacy policy, located here: <https://openbrolly.com/wp-content/blogs.dir/4/files/2020/10/Privacy-Policy.pdf>

When the Cardiff Film Office issue a filming permit, all information relating to the permit will be held on our secure systems for four years.

We keep details of financial transaction for seven years for tax and accounting reasons.

Who will have access to my data?

The personal data you provide on a filming permit application will only be accessed by the Cardiff Film Office team members.

Your data protection rights

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 personal 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 personal information in certain circumstances.

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

Your right to data portability - You have the right to ask that we transfer the personal 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.

Please contact us at Cardiff Film Office, Room 444, County Hall, Cardiff CF10 4UW if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at dataprotection@cardiff.gov.uk

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

The ICO's address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>

Contacting Data Protection

Please contact the Data Protection Officer for further information.

Data Protection Officer

Information Governance Team

County Hall

Atlantic Wharf

Cardiff

CF10 4UW

dataprotection@cardiff.gov.uk

Changes to our Privacy Notice

Any changes we may make to this Privacy Notice in the future will be posted on this page and, where appropriate, notified to you by email. By using any the website you will be deemed to accept the Privacy Notice existing at that time.

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