

## BRITISH FILM DESIGNERS GUILD - PRIVACY POLICY

When you become a member, request information from the British Film Designers Guild (the “BFDG”) or sign up to any of our services the BFDG obtains information about you. This statement explains how we look after that information and what we do with it.

### BFDG PRIVACY NOTICE

#### HOW WE USE PERSONAL INFORMATION

We keep your data for many reasons; to connect to you with appropriate information. An outline of the type of appropriate information is listed below. Personal data collected and processed by us shall only be used by us for the overall purpose of administration of the activities of the BFDG which will include:

- **Membership administration**
- **Goods and services administration**
- **Volunteer administration**
- **Staff administration**
- **Communication about the BFDG’s activities and membership**
- **Industry news**

Personal data collected and processed by us may be shared – with employees, volunteers and third parties working on behalf of the BFDG. **We will not sell or give away your personal information to others without your permission.**

#### YOU HAVE A CHOICE

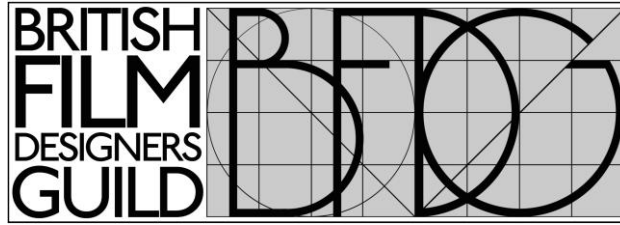
Some of our communications are essential to fulfil our responsibilities to you as a member, volunteer, employee or buyer of goods or services. These include but are not restricted to:

- **Membership-related mailings such as your renewal reminder, notices of our AGM and other events and our newsletters**
- **Transaction notifications for payments/direct debits etc.**
- **Information relating to your bookings / events**

If you wish to change your preferences ie stop receiving communications from us you can contact us by email or post at the addresses at the end of this statement, or current members can make preference/privacy changes, via your own profile page in the BFDG’s website, members area.

#### CONSENT

Where we need your consent to use your personal information for specific purposes we will ask for it. We will ensure that we act in accordance with your preferences, with UK data protection law and other relevant legislation. Ie. if we are ever contacted by a third party asking to get in touch with you, we will



contact you directly and ask permission, or forward on the third parties communication to you and ask you to reply to the third party directly.

### **RETENTION AND WHAT INFORMATION ABOUT YOU THAT WE KEEP**

We will retain your personal information only for as long as is required by us for our business and consistent with the law. With regards to a member, should you leave the BFDG as a member, all of your personal data will be archived and then deleted from our database within 1 year.

There is certain information that we are required by law to keep for set periods of time, for example, relating to staff records. All of your information is kept securely on our membership system and individuals have full access to their record (profile) at all times via the members only area and they can change their own privacy settings on their record (profile) at any time.

### **THIRD PARTY WEBSITES**

This privacy policy applies only to personal data collected and processed by the BFDG. We are not responsible for the privacy policies of any third party websites or services – for example, that are linked to our website – that are not under our control. However, as mentioned earlier, we will not sell or give away your personal information to others.

### **SECURITY AND PAYMENT INFORMATION**

We will keep your personal information secure. No sensitive payment card information is stored on our database, or the database of the membership system.

### **YOUR RIGHTS**

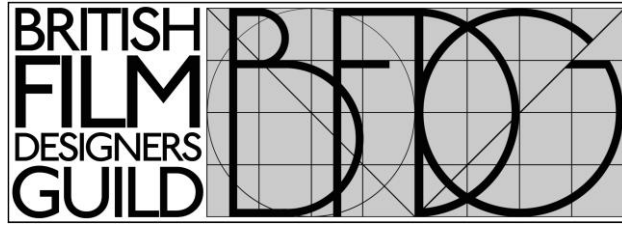
You have the right to ask us for a copy of all the personal data held about you (a Subject Access Request). For members this is already available for you to see via your members profile but we can also send a copy, which will be sent to you as soon as possible but this will not be later than one month after we have received your request. If you would like to access your personal data held by us, please apply, using the reference Subject Access Request by email or post at the addresses at the end of this statement.

You have the right to request that your personal data is deleted. If you believe there has been a data breach and you are unhappy with our response, you may make a complaint to:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
SK9 5AF

### **CHANGES TO THIS NOTICE**

We keep this Privacy Notice under regular review and we will place any updates on our web page <http://www.filmdesigners.co.uk>. This Notice was last updated in May 2018.



**KEEPING YOUR INFORMATION UP TO DATE.** Members are encouraged to access their own record (profile) with updates to their contact and professional information. The office can also update information for you so please ensure you notify us of any changes by contacting us:

- **by email** [bfdg.memberships@gmail.com](mailto:bfdg.memberships@gmail.com)
- **by post** to British Film Designers Guild, Club Room 75a, Pinewood Studios, Iver Heath, Bucks SL0 0NN