

## Filmcote Privacy Notice May 2019

### **Purpose of this privacy notice**

This privacy notice aims to give you information on how Filmcote Limited collects and processes your personal data through your use of this website, including any data you provide through this website when you ask us to contact you, sign up to our newsletter, purchase a product or service or take part in a competition.

This website is not intended for children and we do not knowingly collect data relating to children.

This notice is supplementary to our privacy policy which you can request a copy of by emailing [info@filmcote.co.uk](mailto:info@filmcote.co.uk)

### **Data Controller**

Filmcote Limited is the controller and responsible for your personal data (collectively referred to as "Filmcote Ltd", "we", "us" or "our" in this privacy notice).

We have appointed a Data Protection Manager who is responsible for overseeing questions in relation to this privacy notice. If you have any questions about this privacy notice, including any requests to exercise your legal rights, please contact the Data Protection Manager using the details set out below.

### **Our contact details**

Legal company name: Filmcote Ltd

Data Protection Manager: Greg Viner

Email address: [Greg@filmcote.co.uk](mailto:Greg@filmcote.co.uk)

Company Address: Unit 1 St. Gabriels Business park, St. Gabriels rd, Easton, Bristol, BS5 0RT

Tel Number: 0117 941 4466

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues ([www.ico.org.uk](http://www.ico.org.uk)). We would, however, appreciate the chance to deal with your concerns before you approach the ICO so please contact us in the first instance.

### **Changes to the privacy notice and your duty to inform us of changes**

This version was last updated in May 2019.

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your relationship with us.

## The data we collect about you

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

We collect the following data via our website when you fill in an enquiry form:

- **Identity Data** your name
- **Contact Data** email and phone number.
- **Location** the city you live in
- **Enquiry** this is a free text box, we don't encourage customers to add additional personal information but we cannot control the details you wish to disclose

We do not ask for or collect any **Special Categories of Personal Data** about you (this includes details about your race or ethnicity, religious or philosophical beliefs, sex life, sexual orientation, political opinions, trade union membership, information about your health and genetic and biometric data). Nor do we collect any information about criminal convictions and offences. Any data you share with us deemed to be special category data will not be stored and will be deleted immediately.

## How is your personal data collected?

On the website there is a feedback form which customers can fill out with the details listed above. Customers can also contact us via our Facebook page, facebook adverts, by telephone, by email and by post.

Please see our Facebook policy and/or comprehensive Privacy Policy for more details of how we collect and process data by emailing [info@filmcote.co.uk](mailto:info@filmcote.co.uk)

## Controlling your personal information

Under the GDPR you have the following rights:

- The right to object
- The right to be informed
- The right to rectification
- The right to access
- The right to erasure
- The right to restrict processing
- The right to data portability
- Rights in relation to automated decision making

In order to evoke your rights under the GDPR please contact us explaining which right you wish to express.

### **Cookies and how we use them**

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We use traffic log cookies to identify which pages are being used. This helps us analyse data about web page traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer.

If you would like to learn more about cookies, how they are used, which ones are on your computer and how to remove them, visit: [www.allaboutcookies.org](http://www.allaboutcookies.org).

You can also choose to opt out of Google Analytics tracking your website activity. To do this, visit: <http://tools.google.com/dlpage/gaoptout>.