

Summary of Beacon Films Data Protection (GDPR) Policy

| | | | |
|---------------|-----------|--------------|-----------|
| Last Ratified | 20.7.2022 | Renewal Date | 20.7.2024 |
|---------------|-----------|--------------|-----------|





This isn't our whole policy. It is just a summary. You can read the whole policy at www.beaconfilms.org.uk/policies or if you'd prefer a hard copy please get in touch and we will mail one out to you.








Important note about Safeguarding

If you share information with us that makes us worry that you or someone else might be at risk of harm then the "condition for processing" will be to carry out what is called "**obligations in the field of social protection law**".

This means we do not need to get your consent to process any of your data because we have a **legal duty** to report these concerns to people who we believe "need to know" (e.g. the police, social services etc) and provide them with any information they need.

More details of this can be found in our **safeguarding policy**, which you can download from our website or we can send to you on request.

| | |
|---|---|
|  | 1/ How long we keep your data |
|  | 'Data' means any personal information that we (Beacon Films CIC) might collect and store about you |
|  | Each year, we will ask you whether we can keep your data for one more year |
|  | If you do not fill in the form giving us permission to do this, we will keep your data for 6 more months . Then if after that we still haven't heard from you, we will delete your data. |

| | |
|---|--|
|  | <p>You can ask us to delete your data at any time.</p> <p>But there is some data that we can't delete.</p> |
|  | <p>For example, if you appear in a film, the form you sign lets us use your contribution indefinitely (forever!)</p> |
|  | <p>2/ How we store your data</p> |
|  | <p>Hard copies of your data get stored in a lockable filing cabinet in the Beacon Films office</p> |
|  | <p>Electronic versions of your data get stored in our Dropbox account. This is only accessible via password that only Beacon Films staff have access to.</p> <p>Any data relating to safeguarding is kept in a special Dropbox folder that can only be accessed by a small number of staff and has a dual authentication lock.</p> |
| <p>3/ Your Rights:</p> | |
|  | <p>We have to tell you your legal rights in respect of your data.</p> <p>You can find these in the full policy.</p> |
|  | <p>We have to tell you which part of the law we think tells us we can keep your data.</p> <p>You can find these details in the full policy.</p> |
| <p>4/ The types of Data we might collect from you and examples of why we collect it (for the full list of reasons why we collect it, please see the full policy)</p> | |

| | |
|---|---|
|  | <p>Name, address, telephone, email address</p> <p>E.g. to send you information</p> |
|  | <p>Date of Birth, bank account information (account number, sort code)</p> <p>E.g. to pay expenses if you volunteer</p> |
|  | <p>Gender, disability, ethnicity and other “monitoring information”</p> <p>E.g. to try and make sure we are including people of all backgrounds in our work.</p> |
|  | <p>Access information, e.g. medical needs, behavioural needs etc.</p> <p>E.g. to check that you have the right support to do the project.</p> |
|  | <p>Evaluation data, i.e. things you tell us about you, your life and the project. Things you tell us about the work that is produced through the projects and the effect the work/project has on you.</p> <p>E.g: To find out what you think of – and improve – the project</p> |
|  | <p>Remember, you can read the full policy at www.beaconfilms.org.uk/policies</p> |
|  | <p>Please contact Will Sadler at Beacon Films if you have any questions.</p> |