

Beacon Films CIC
Key House, Tankerville Place,
Newcastle upon Tyne, NE2 1DN
0191 580 7000



Data Protection Policy

The person responsible for this agreement is the Development Director
Will Sadler, will@beaconfilms.org.uk, 0191 580 7000

Last Ratified	20.7.2022	Renewal Date	20.7.2024
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1.	Meanings of words and how long we store your data
1.1	"Our" or "We" means Beacon Films CIC
1.2	"Your" or "You" means: <ul style="list-style-type: none"> • someone who takes part in our filmmaking workshops and projects (who we will call a "project member") or • someone who is their parent, carer or supporter or • someone who works or volunteers for us
1.3	"Data" means: <ul style="list-style-type: none"> • Any personal information that we might collect and store about you
1.4	This document tells you: <ul style="list-style-type: none"> • What data we collect • Who we collect it from • How it is collected • Why we collect it / How it is used • Who we might share it with
1.5	We will ask you to sign a data protection form that tells us that you: <ul style="list-style-type: none"> • agree with what we are doing and that you • understand your rights
1.6	<ul style="list-style-type: none"> • How long we keep your data <p>Project members, and your parents/carers/supporters</p> <ul style="list-style-type: none"> • We will collect and store the data you allow us to for one year • If you are still working with us one year later ("renewal date"), we will ask you to sign the data protection form again to give us permission to hold your data for another year. • If you do not sign the data protection form again, we will keep your data for 6 months after the renewal date • If you haven't signed the form six months after the renewal date, we will delete all your data (see exceptions below). • But you can ask us to remove your data (see your rights below) at any time (see exceptions below)

	<p>Staff/Freelancers/Volunteers</p> <ul style="list-style-type: none"> • If we collect your bank account information (account number and sort code) [see 4B] this data will be kept until you ask us to remove it (so that if you work or volunteer for us again we don't need to re-submit your information to the bank) • We will collect and store all other data you give us until six months after you stop working or volunteering with us. <p>Exceptions:</p> <ul style="list-style-type: none"> • We will keep your email address to send you newsletters (see section 3-A3 for more information) until you unsubscribe from newsletters (you can do this by clicking the "unsubscribe" button at the bottom of the newsletter). • We must keep safeguarding data, and other data the law says we must store, for as long as is necessary, on the advice of relevant authorities (see 3.6 for more information)
2.	How we store your data
2.1	<p>How we store data we collect from you:</p> <ul style="list-style-type: none"> • Paper copies of your data gets stored in a locked filing cabinet in a locked room on the Beacon Films premises (Key House) • Computer files containing your data gets stored in Dropbox - an online server. <ul style="list-style-type: none"> ○ Access to Dropbox is password-protected and the computers that are used to connect to Dropbox are also password-protected. ○ Only authorised Beacon Films staff or volunteers have access to these folders. ○ Any staff or volunteers who do have access must firstly sign a privacy agreement that says they will not share the information outside of Beacon Films (unless the law tells them they have to) • If you give us data through an online form – Survey Monkey – this is stored securely on the Survey Monkey servers and is only accessible via a password that only Beacon Films staff have access to. • Any films you make or take part in for <u>evaluation purposes</u> (see section E below for what we mean by "evaluation purposes") are kept on Beacon Films hard drives or uploaded to Vimeo with a password required to view unless you give us permission (separately from this agreement) to share the film publicly.

2.2	<p>We must tell you what we will do if some of your data goes missing. This is called a data breach.</p> <p>Firstly it is important to say that by following the steps in the last section (2.1) we try to lower the chances of a data breach.</p> <p>If the data breach is likely to result in a risk to people's rights and freedoms, we must report it to the Information Commissioners Office. We will also tell you.</p> <p>How we report the data breach is covered in the separate data processing procedure document (available on request)</p>
3.	Your Rights
3.3	<p>We must tell you your rights:</p> <ol style="list-style-type: none"> 1. "Your right to be informed": we must tell you what data of yours we have and get your permission for how we plan to use it (<u>that is why we are sending you this document</u>). 2. "Your right of access": at any time you can ask us to send you – in paper or computer format - any data of yours that we have. See 3.4 for more information. 3. "Your right to rectification": if you find out that any of the data we have about you is wrong, you can ask us to correct it. We must also ask anyone we have shared the data with corrects it too. 4. "Your right to erasure": you can request that any or all of your data is erased. We must also ask anyone we have shared the data with to delete it too. But we can't erase any data that we may need to keep for our safeguarding or other legal responsibilities (see below). 5. "Your right to object": You can object to us collecting/processing your data. This means we have to stop collecting your data unless there is "compelling legitimate grounds" for us to do so or if we are doing so for "the establishment, exercise or defence of legal claims." 6. "Your right to restrict processing": you can ask us to stop using your data. This is only possible in certain circumstances included in our data processing procedure document (available on request). <p>Within one month of receiving your request we must comply or give you our reasons for not being able to comply.</p> <p>If we tell you that we are unable to comply then you will have the right to go to the ICO – Independent Commissioners Office - to make a complaint.</p>

3.4	<p>If you want to see what data we have related to you must fill in the data request form. Please contact us to receive this by emailing will@beaconfilms.org.uk or calling the office on 0191 5807000</p> <p>We may have to check that you are who you say you are (to protect your data)</p> <p>We will not charge to provide you with the information.</p> <p>But the law says that if your “request is manifestly unfounded or excessive” or if you keep asking over and over again for your information, we are allowed to charge a “reasonable fee”.</p>
3.5	<p>We have to tell you which part of the law we believe says we can collect your data.</p> <p>For most of the data we collect we believe that we have what is called a “legitimate interest” to do so. This means that we believe we are using your data in “ways you’d reasonably expect”. We give our reason for this for each type of data below and it is marked with this symbol ☆.</p> <p>For sensitive data (e.g. medical information) we have to have a second reason for using it (called “condition for processing”). In all cases except “safeguarding” (see below) our condition for processing will be “consent” because we will tell you how and why we are using the data and get your permission to do so.</p>
3.6	<p>Important note about Safeguarding</p> <p>If you share information with us that makes us worry that <u>you or someone else might be at risk of harm</u> then the “condition for processing” will be to carry out what is called “obligations in the field of social protection law”.</p> <p>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.</p> <p>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.</p>
4.	The data we might collect from you
A]	Name, address, telephone, email address
A1	<p>We might ask for this information from:</p> <ul style="list-style-type: none"> • Project Members • their parent, carers or supporters • people who work or volunteer for us
A2	We collect it through:

	<ul style="list-style-type: none"> forms you fill in, both paper forms and forms on the internet, including our website and Survey Monkey.
A3	<p>☆Why we collect it:</p> <ul style="list-style-type: none"> So we can add you to our newsletter mailing list. We send out our newsletter once every three months. So we can contact you about opportunities. So we can get in touch with you before or during projects Note: you can “unsubscribe” from our mailing list at any time by clicking the “unsubscribe” button in the email. If you do this we will still keep this data on file and we may still contact you, but you will stop receiving our newsletters.
A4	<p>Who we might share it with:</p> <ul style="list-style-type: none"> We might share your name (but not address, telephone or email) publicly and for appropriate reasons. E.g. to credit you for your work, to mention you in a press release etc. When you sign the separate media release form you can decide whether we are allowed to use your full name or only your first name. If you are on our BFI Film Academy programme, then we share all of this information with the BFI (funder) so they have a record of who took part in the programme and so they can contact you about opportunities, but they do not share it outside the BFI and we can confirm that they are GDPR compliant too. Apart from your name – for reasons above - we do not share any of this information with anyone else outside of Beacon Films unless you give us permission (separately from this agreement) or if we have to for safeguarding or other legal reasons
B]	Date of Birth, bank account information (account number, sort code)
B1	<p>We might ask for this information from:</p> <ul style="list-style-type: none"> Project Members their parent, carers or supporters (except date of birth) people who work or volunteer for us
B2	<p>We collect it through:</p> <ul style="list-style-type: none"> forms you fill in, both paper forms and forms on the internet, including our website and Survey Monkey (but we never use internet forms to gather bank account information)
B3	<p>☆Why we collect it:</p> <p>Date of birth</p> <ul style="list-style-type: none"> So we can check age eligibility for projects (project members only) So we have information we need if we need to report a safeguarding concern (project members only) So we can add you to the payroll (staff only). <p>Bank account information</p> <ul style="list-style-type: none"> To reimburse a volunteer, parent, carer or supporter (e.g. travel expenses) where appropriate To pay staff members and freelancers
B4	<p>Who we might share it with:</p>

	<ul style="list-style-type: none"> • We do not share it with any outside people or organisations except... <ul style="list-style-type: none"> ○ Bank account details with our bank (so we can make the payments) ○ Staff member's date of birth with our accountants who do our payroll. ○ Where we are required to by law.
C]	Gender, disability, ethnicity and other “monitoring information”
C1	We might ask for this information from: <ul style="list-style-type: none"> • Project Members • people who work or volunteer for us
C2	We collect it through: <ul style="list-style-type: none"> • forms you fill in, mainly paper forms
C3	☆Why we collect it: <ul style="list-style-type: none"> • So we can find out if we are including people of all backgrounds in our work. • Note: you do not have to answer the monitoring questions if you do not wish to. Or you can choose which ones you answer and which ones you don't.
C4	Who we might share it with: <ul style="list-style-type: none"> • The original forms you complete stay with us and do not leave Beacon Films • The numbers of people in different categories might be shared with our funders, but is ALWAYS anonymous (there are no names linked to any of the data)
D]	Access information, e.g. medical needs, behavioural needs etc.
D1	We might ask for this information from: <ul style="list-style-type: none"> • Project Members • people who work or volunteer for us
D2	We collect it through: <ul style="list-style-type: none"> • forms you fill in, mainly paper forms • at the start of a new project, we make sure you have the chance to update your access information in case anything has changed
D3	☆Why we collect it: <ul style="list-style-type: none"> • So we can make sure we are including you safely in the project and can adapt it for any individual needs
D4	Who we might share it with: <ul style="list-style-type: none"> • We only share this information with people or organisations who are working for Beacon Films • Those we do share it with must sign a privacy agreement which says they won't share the information with anyone who does not work for Beacon Films. • The information is typed up and printed out, and the printout is kept in the project file and taken into the activity so that staff have important information to hand. • When the project file is not being used it is stored in a locked filing cabinet in the Beacon Films office • The printouts that are put in the project folder are shredded at the end of every project.

E]	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.
E1	We might ask for this information from: <ul style="list-style-type: none"> • Project Members • their parent, carers or supporters • people who work or volunteer for us
E2	We collect it through: <ul style="list-style-type: none"> • forms you fill in, both paper forms and forms on the internet, including our website and Survey Monkey. • films you make or take part in about the project where you talk about the effect the project is having on you.
E3	☆Why we collect it: <ul style="list-style-type: none"> • So we can find out what impact our projects are having • So we can improve how we deliver projects • So we can show off your achievements • So we can promote our project and organisation
E4	Who we might share it with: <ul style="list-style-type: none"> • We only share this information outside of Beacon Films anonymously (i.e. without your name or any other way to identify you linked to it) unless we have your permission (separately from this agreement) to attach your name to it. • Evaluation films will only be shared publicly with your permission
F]	Photographs, sound and film footage
F1	You will be asked to sign a media release and consent form before you appear and can be identified in film, sound footage or photographs. The media release and consent form tells you exactly how we will use the footage or photographs. If you do not want to be identified in film, sound footage or photographs, do not sign the media release and consent form.
F2	You must not take your own photographs (e.g. on your phone) at Beacon Films unless you have permission to do so from a Beacon Films member of staff.

<<END OF POLICY>>

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Please tick below to confirm that:

a) For the next year (from the date of this agreement) we can...

- Keep & use any data you have already allowed us to have
- Continue to collect this data from you

...according to the uses described in our Data Protection Policy?

b) That you understand your rights described in the Data Protection Policy

PLEASE TICK

YES

NO

Main Signatory

Are you (please tick):

- A Project Member (Someone who takes part in our filmmaking workshops and projects)
- A parent, carer or supporter
- Someone who works or volunteers for us

Please sign below to confirm that you have told us - by ticking the boxes above – whether or not we can collect and store your data.

Name

Signature

Date

If you got some help with this form please can that person write their name and sign below to confirm that – in their opinion – they believe you understand this agreement? If the main signatory is under 16 years of age this section must be signed by a legal parent or guardian to confirm that you and they agree to the above.

Name

Signature

Date

Relationship to Main Signatory

