



OUR PRIVACY NOTICE

About this Privacy Notice

Set the Scene Media Limited (“SSM”) is committed to protecting the privacy and security of your personal information. This privacy notice describes how we collect and use your personal information as part of our legitimate business activities in accordance with the General Data Protection Regulation (“GDPR”) and the Data Protection Act 2018 (“DPA 2018”).

Through the filming process, we recognise that we process personal information in relation to children. In doing so, we are committed to implementing safeguards which ensure that images of children are not misused.

Data Controller

SSM is a “data controller” for the purposes of the GDPR and our registered address is 33 Mount Drive, Marple, Stockport, SK6 7BA.

Our Data Protection Representative (DPR)

SSM recognises the importance of processing personal information in accordance with the law. For this reason, we have appointed a data protection representative who is responsible for managing and reviewing our compliance with the GDPR. We also take advice from our regulated legal advisors to further strengthen our compliance.

Our DPR can be contacted in writing at **Set The Scene Media Ltd, 33 Mount Drive, Marple, Stockport. SK6 7BA**, or by email at **office@setthescenemedia.co.uk**. If you would prefer to contact us by telephone, please contact us on **0161 531 4849**.

Our duty whilst on site

The senior members of our production team present during any filming will have undergone a DBS check. They will also be registered for the DBS Update Service, which enables you to carry out an up-to-date check at any time. Even so, we will never request unsupervised access to any children or one-to-one video sessions.

How we collect and use your personal information?

When filming productions, multiple cameras may be used covering both wide and close-up angles. The footage is then professionally edited, and the finished video is made available for sale on DVD to parents/guardians of other children in their class/year. This sale is only available through our website or by order form. DVDs are never made available via resellers or any other outlet.

We will only use video footage as part of show packages. We will not use any images of identifiable children for publicity purposes, either online or offline, without written consent of the parent, guardian or carer of any child that may feature no matter how brief their appearance may be.

What personal information do we need to collect?

During the filming process, we collect photographs and video images of children participating in productions.

For orders placed through our online shop, we may need to collect some personal details, such as name, phone number, address and email address; on paper order form, we usually only ask for a name and contact number.

Details taken online are primarily used as a means of verifying payment. We may use details given either online or paper as a point of contact if there is any issue processing an order, however, we will not use these details to make any other contact than relating to that order.

What is our lawful basis for processing?

Our lawful basis for processing is 'performance of a contract' as defined by Article 6(1)(b) of the GDPR. The personal information which we collect is necessary for us to deliver our service. We do not process special category data.

Will you use personal information for marketing purposes?

We do not carry out marketing campaigns to either current or previous customers.

How will we store and retain your personal information?

Following completion of a project, a digital copy of the finished video is stored on our in-house server. A master copy of the DVD disc is also kept on file in the event that copies of previous shows are requested at any point in the future. The original, unedited footage is deleted from our server within 3 months of the end of a project.

Details taken during the order process are deleted/destroyed within 3 months of completion and delivery of the order.

Who will we share personal information with?

We do not share your personal information with third parties.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to personal information which we hold about you. To make a request for your personal information, please contact our DPR.

You also have the right to:

- **Request correction** of the personal data that we hold about you.
- **Request erasure** of your personal data.
- **Object to processing** of your personal data.
- **Request restriction of processing** of your personal data.
- **Request the transfer** of your personal data to you or to a third party.

Further guidance can be found on the Information Commissioner's Office Website
<https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/>

Making a complaint

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with the DPR in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns>