

Surrey Border Movie Makers - Privacy Policy

Surrey Border Movie Makers respect the privacy of our members and non-members who from time to time engage in our activities as well as other visitors to our websites. This policy is concerned with how we collect information and what we do with it.

Your Privacy

Surrey Border Movies Makers is a social movie making club in Farnham who make movies for love rather than for money and meet to share experiences, make movies and share expertise. We meet at a club hall, online and at various movie making locations.

This policy explains how we collect, manage, use, and protect your personal data.

We will never sell your data to third party organisations. We will only contact you via methods we have received your consent for us to use.

We may review and change this document from time to time to reflect the latest view of what we do with your information. Each year at membership renewal we will ask you confirm your consent to this data use.

1. What personal data we collect and how we use it

What we need

Surrey Border Movies Makers is what is known as the 'controller' of the personal data you provide to us. We will usually collect basic personal data about you which may include things like your name, postal address, telephone number, email address and your bank details.

During club activities we may also collect your correspondence, movies, photos, scripts, sounds and other media associated with movie making.

To be clear you retain the copyright of movies that you make and this document describes the privacy arrangements put in place by the club and not copyright.

You have rights to have information removed (see later paragraphs) if you wish, but this can result in reduced services as a club member.

Why we need it

We collect your personal data in connection with club evenings, club movie making, external visits, club publicity and promotion, club competitions and club newsletters.

Under data protection law we have a number of lawful reasons why we can use your personal information. One of the lawful reasons is called 'legitimate interests'. Broadly speaking Legitimate Interests means that we can process your personal information if:

- We have a genuine and legitimate reason
- *and*
- We are not harming any of your rights and interests

Children

If you are under 18 please ensure you obtain your parent/guardian's consent before sending any personal information to us.

As a parent or guardian we encourage you to be aware of the activities in which your children are participating, both offline and online. If your children voluntarily disclose information, this may encourage unsolicited messages. We suggest that you discourage your child from providing any information without your consent.

Anything else?

All the personal data we process is processed by our staff in the UK. This will be done in accordance with guidance issued by the Information Commissioner's Office.

2. Sharing your information

We only disclose information to third parties or individuals when obliged to by law, for purposes of national security, taxation and criminal investigations and the following:

- If you have agreed that we may do so.
- If we receive a complaint about any content you have posted or transmitted to or from us, to enforce or apply our Terms & Conditions or if we believe that we need to do so to protect and defend the rights, property or personal safety, our websites or our visitors and for other lawful purposes.
- If we merge with another organisation to form a new entity, information may be transferred to the new entity.
- If we run an event in partnership with other named organisations your details may need to be shared. We will be very clear what will happen to your data when you register.

Sharing for Making a Team Movie

For the purposes of making movies in a team we will share enough contact information for the group members to initiate communication.

We will never supply, sell or rent your personal information to other organisations.

3. Retaining your information

We hold your information only if necessary for each purpose we use it.

If you decide not to support Surrey Border Movie Makers any more or request that we have no further contact with you, we will keep some basic information in order to avoid sending you unwanted materials in the future and to ensure that we don't accidentally duplicate information.

4. What are your rights?

The data protection law gives everyone several very important rights. These are:

- Transparency over how we use your personal information (right to be informed).
- The right to request a copy of the information we hold about you, which will be provided to you within one month (right of access).
- Update or amend the information we hold about you if it is wrong (right of rectification).
- Ask us to stop using your information (right to restrict processing).
- Ask us to remove your personal information from our records (right to be 'forgotten').
- Object to the processing of your information for marketing purposes (right to object).
- Obtain and reuse your personal data for your own purposes (right to data portability).
- Not be subject to a decision when it is based on automated processing (automated decision making and profiling).

If you would like to know more about your rights under the data protection law see the Information Commissioners Office website.

8. How to contact us

In the first instance contact the club secretary either in person or using

secretary@surreyborder.org.uk

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