

BRAY FILM STUDIOS

PRIVACY NOTICE

Bray Film Studios is committed to protecting your personal information. This Privacy Notice sets out which information is collected about you by us, or that you provide to us will be processed by us when you use braystudios.com and brayfilmstudiosconsultation.com and any sub-domains (**Website**) and how we use it and the choices and controls you have.

We will never sell, rent or exchange your details with any other organisation without your prior consent. This Privacy Notice has been prepared to be as comprehensive as possible, but it does not include an exhaustive list of every aspect of our collection and use of personal information. However, we would be happy to provide any further information or explanation about our practices. If you have any general queries or concerns about this policy, please contact us at hello@braystudios.com.

Changes to this Privacy Notice

From time to time Bray Film Studios will change this privacy notice. You may therefore wish to check this page each time you submit personal information to us. The latest privacy notice will always appear on this page. This Privacy Notice was last updated in June 2021.

Who we are

This Privacy Notice applies to the Bray Film Studios Limited (Company Number 09415450) and its overall aims and objectives. Bray Film Studios' address is Windsor Road, Windsor SL9 5UG. Our registered address is 30 City Road EC1Y 2AB. Under this notice, 'we', 'us' 'our' and 'Bray Film Studios' refers to Bray Film Studios Limited.

Data protection

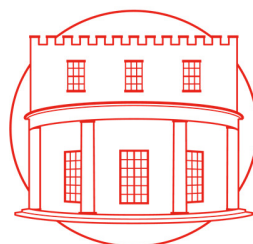
We will only use your personal information in accordance with this Notice and relevant data protection laws including the EU General Data Protection Regulation 2016/679 (**GDPR**) (the Act and GDPR together the **Data Protection Legislation**).

Our Website may, from time to time, contain links to and from the websites of our partner networks, advertisers and affiliates. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for such websites or policies. Please check these policies before you submit any personal data to these websites.

The type of personal information we collect

We currently collect and process the following information:

- personal identifiers, contacts and characteristics (for example, name and contact details) and any other information you provide to us via online enquiry forms, telephone calls or emails sent to us.
- your IP address (which is a unique identifiers that computers and devices used to identify and communicate with each other) which is automatically recognised by the web server.
- records of interactions with Bray Film Studios e.g., prior bookings and enquiries.
- records of telephone calls and email exchanges.
- details of financial transactions with Bray Film Studios.
- comments or views you may share with us regarding any public consultation process concerning the studios.



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Why we process your personal information

The personal information we process is for one of the following reasons:

- to manage your requests, enquiries and bookings.
- to contact you for reasons related to your request, enquiries and bookings.
- to advise you of Bray Film Studios' availability and services.
- to send you newsletters with information about Bray Film Studios.
- to send you details of events, offers and services offered by Bray Film Studios.
- to notify you of changes to our services.
- to use your IP address to monitor traffic and gather browsing behaviours.
- if you visit the studios, we use CCTV to monitor the building and the area as part of our public task to protect our tenants and staff. In the event of a security incident, CCTV footage (which may include images of you) will be shared with the police and/or local authorities where it is our legal obligation and is appropriate to do so. Unless it is required by police and/or local authorities for their investigations, CCTV footage is deleted after 30 days.
- for such purposes as public consultation events, leaflet drops, exhibitions, presentations to local councils and community groups.

Our legal bases for processing your data

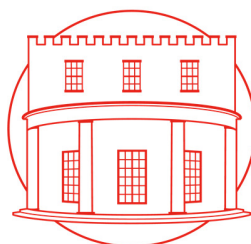
We use personal data held about you for the following purposes in line with our legitimate interests to administer the Website. The legal bases for processing your data are:

- **Consent:** Aside from any public consultation regarding the studios, where we source your data from publicly available sources so that we can contact you initially, any subsequent processing of your data is undertaken under the lawful basis of consent. Please note that you do not have to consent to participate in any public consultation process. If you do consent for any reason, your data will be processed and stored in line with this privacy notice. Just because you have consented now does not mean that you cannot change your mind in the future. To withdraw your consent at any time, please email us at hello@braystudios.com
- **Contractual:** We will also use certain personal data, for example, your name and contact details, where necessary to carry out our obligations arising from any contracts entered into between you and us including, but not limited to, ensuring the security of the premises of our studios where you access any of our premises. If you fail to provide information which we require for the contract with you, we may not be able to perform that contract.

Your rights

We want to ensure you remain in control of your personal data and that you understand your legal rights, which are:

- the **right to know whether we hold your personal data** and, if we do so, to be sent a copy of the personal data that we hold about you (known as a 'Subject Access Request'/SAR) within 30 calendar days.
- the **right to have inaccurate or incomplete personal data updated or amended.**
- the **right to have your personal data erased** (though this will not apply where it is necessary for us to continue to use the data for a lawful or legitimate reason or to fulfil our obligations under our public task); and
- the **right to object** to your personal data being used for marketing or profiling.



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Please note your rights over your personal data depend on which legal basis is being relied upon by Bray Film Studios. There are some exceptions to the rights above and, although we will always try to respond to any instructions you give us about our handling of your personal information, there may be situations where we are unable to meet your requirements in full. If you would like further information on your rights or wish to exercise them, please contact us at hello@braystudios.com.

Who we share your personal information with

We share your personal data with the following, who act as our processors:

- our website hosting and maintenance provider.
- service providers who provide IT, software and system administration services.
- our third-party security supplier where you require access to the studio.
- professional advisors and consultants, who advise on the various aspects of the business, including any public consultation process;
- in respect of any public consultation process, we will also share your views with the relevant Local Authority Planning Department.

We have contracts with these parties which require them to keep your personal data secure.

Occasionally, we may need to disclose your personal data to third parties where necessary for the legitimate interests of business or in order to comply with legal obligations:

- in the event that we sell or buy any business or assets, in which case we may disclose your personal data to the prospective seller or buyer of such business or assets.
- if Bray Film Studios or substantially all of its assets are acquired by a third party, in which case personal data held by it about its customers will be one of the transferred assets; or
- if we are under a duty to disclose or share your personal data in order to comply with any legal obligation, enforce or apply our Website terms of use or other agreements, or to protect the rights, property or safety, our customers or others.

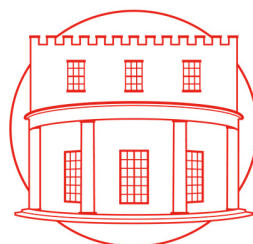
In the above instances, we will take steps with the aim of ensuring your privacy is protected.

IP Addresses and Cookies

When you access our Website, we may collect information about your computer including, where available, your IP address, operating system and browser type for system administration and to report aggregate information to our advertisers. This is statistical data about our Website users' browsing actions and patterns and does not identify any individual.

For the same reason, we may obtain information about your general internet usage by using a cookie file which is stored on the hard drive of your computer. Cookies are small text files which contain information that is transferred to your computer's hard drive. They help us to improve our Website and to deliver a better and more personalised service. They enable us to:

- estimate our audience size and Website usage patterns.
- store information about your preferences and so allow us to customise our Website according to your individual interests.
- speed up your searches; and
- recognise you when you return to our Website.



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If you would like to learn more about cookies in general you can visit www.allaboutcookies.org.

The cookies we use on our Website are cookies used by Google Analytics and are used by millions of sites worldwide to collect anonymous information about how visitors use the site. The data stored by these cookies never shows personal details from which your individual identity can be established. You may refuse to accept cookies by activating the setting on your browser which allows you to refuse the setting of cookies (for example you can update your browsers to 'Opt out of Google Analytics'). However, if you select this setting you may be unable to access certain parts of our Website. Unless you have adjusted your browser setting so that it will refuse cookies, we will assume you consent to our use of cookies and other similar technologies (where consent is required) as set out in this Privacy Policy, and our system will issue cookies when you log on to our Website. For more information generally on cookies, including how to disable them, please refer to www.allaboutcookies.org. You will also find details on how to delete cookies from your computer.

How we store your personal information

We will use technical and organisational measures to safeguard your personal data for example: we store your personal information on secure servers. Technical and organisational measures include measures to deal with any suspected data breach. If you suspect any misuse or loss or unauthorised access to your Data, please let us know immediately by contacting us via this e-mail address: hello@braystudios.com.

If you want detailed information from Get Safe Online on how to protect your information and your computers and devices against fraud, identity theft, viruses and many other online problems, please visit www.getsafeonline.org. Get Safe Online is supported by HM Government and leading businesses.

How long we keep your personal information for

Unless a longer retention period is required or permitted by law, we will only hold your personal information on our systems for the period necessary to fulfil the purposes outlined in this privacy policy (e.g. one year after the submission of a planning application in the case of any personal information collected as part of a public consultation, 7 years in the case of any contracted booking, for tax and accounting reasons, 30 days in the case of CCTV footage or otherwise until you request that the personal information be deleted.) Even if we delete your personal data, it may persist on backup or archival media for legal, tax or regulatory purposes.

Queries and Complaints

If you are not satisfied with any complaint you make in relation to the way we have handled your personal information you may be able to refer your complaint to the relevant data protection authority. For the UK, this is the Information Commissioner's Office (ICO). The ICO's contact details can be found on their website at <https://ico.org.uk/>.

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during the period for which we hold it by contacting us at hello@braystudios.com.

