

FFILM CYMRU WALES

PRIVACY NOTICE FOR CHILDREN

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Who are we?

Ffilm Cymru Wales is the development agency for Welsh film and we are responsible for your data.

Through the range of programmes we provide, we are dedicated to advancing and sustaining a strong film industry for Wales; one that we can all be proud to call our own.

For more information about us, please see: www.ffilmcymruwales.com



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What is 'personal data'?

Your personal data is information about you. This could be things like your name, where you live, your date of birth or your address, it could even be things like your personal email address or social media username.



There are some types of data which we have to be extra careful with. These are known as special category data. This could be something like information about your health, your ethnic origin or your religion.

What personal data do we collect?

We may ask you for your name, contact details, date of birth, language, gender and pronouns ('he/she/they', for example), qualifications and education history. We may also ask for information about your health or any disabilities if it is relevant to an event or course you are attending, or we need it to make sure you can access the event. For example, wheelchair access or allergies may need to be considered.



If we request details of your religion, ethnic origin, employment status, parents' occupation or country you are based in, we will ensure this information is anonymised. This means that the information will not be linked to your name or any other information that can identify you personally. We only collect this information for equality monitoring purposes so that we know the breadth of people that we are reaching and can assess our performance. In

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In addition, we may ask you which courses you've attended and areas of the film industry that interest you.

Where do we get it from?

There are a number of ways that we may receive your personal data. It will usually come directly from you or your parents or guardians completing a web form or when you attend one of our events. For example, a course we have funded or a careers' fair where we have a stand. Your personal data could also come to us through you signing up to a mailing list or contacting us via social media or email.



Sometimes your personal data may be given to us by a third party such as a school, film education organisation or community group who we have funded to deliver a project or event. We assess all third parties' data and safeguarding policies before working with them to ensure your data is always safe.

Why are we collecting your personal data?

We collect your personal data so that we can make sure the service we provide is best suited to you. We will only use the minimum amount of personal data we need to do the following:

- provide you with a newsletter or information on our services and courses available;
- enable you to participate in courses or events you are interested in;
- to record and monitor your interest or involvement in the film industry;



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- to improve our understanding of the impact of our work and improve our services;
- to provide a short case study of your experiences for our website;
- to fulfill any legal or contractual obligations we may have; and
- ensure any medical or access requirements you may have are met.

What do we use it for?

The data you share with us will be used to provide you with information on opportunities, placements, events, training courses and other activities run by us and other providers to engage with film culture and industry. We also add information together to provide an overview, without sharing personal information, to our funders.



Through sharing your information with us, you help us to improve our understanding of the impact of our work. We may use your experiences for a short case study on our website, to highlight the work we do and the positive impact it has.

Who will see your data?

We follow data protection rules. We will keep your personal data safe, protected and locked digitally on the cloud. Only people who work for us or those we give permission can see it or use it.



There may be limited times where we are required to share your personal data, securely, with staff working at the organisations that fund us, such as the Arts Council of Wales or the British Film Institute. We will not share your

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personal data with people in other countries outside the UK. And, we will never sell your data.

How long do we keep your data?

- For data kept for the purpose of fulfilling contractual obligations, such as a course or event we've funded, we keep it for 6 years or until the contract has been fulfilled, if longer;
- Any data kept for the purpose of equality, diversity and inclusion monitoring is held for 2 years, and only held longer once personal information that links it to your is removed;
- Personal data held for the purpose of website data analytics is deleted after 28 days;
- For newsletters, your data is held until you unsubscribe from the mailing list, unless there is another reason for us holding the data, such as an ongoing contractual obligation;
- Data provided by professionals for networking/receiving information/participating in events is reviewed annually and is removed on request unless there is another legal reason for us holding it; and
- When data is provided when you attended a course or an event – we ask if you're happy for us to keep the information. If you are, we hold it until you ask us to delete it.



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Do you need to do anything?

No. We will let your parents or guardians know about the personal data we need. Sometimes we may need their permission and they can say no.



We may ask for some information about them too. This would include their name, contact details, gender and pronouns. Also, we might ask what country they are based in and what their job is. If we need this information, we will make sure it is kept anonymous. This means that the information will not be linked to their names or any other information which can identify them personally.

What are your rights?

The law gives you the same 'rights' as adults over the personal data we hold about you, this means you can ask us:

- how we gather and use your information
- for a copy of your information
- to change your information if you think it's incorrect
- to delete your information where there is no reason in law for us to keep it
- to stop using your information if you have a specific reason
- to withdraw any consent you have given in relation to us using your personal data at any time.



This can be done by emailing us at privacy@ffilmcymruwales.com

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What does the law say?

We can only use your data if we have a legal reason to do so.

When we process your personal data to enable you to participate in course or event you are interested in, or to record and monitor your involvement in the film industry or to improve our understanding of the impact of our work and improve our services, we do so because we consider this to be in both our interests to do so.



When we process your personal data to provide you with a newsletter or information on our services and courses available, we do so because you have asked us to do this and therefore it is in your interests to process your personal data for these purposes. If you no longer want us to provide you with such information you can opt out of receiving newsletters/information at any point by unsubscribing or emailing us at privacy@ffilmcymruwales.com

We will only provide a case study or use a photo that identifies you where you have consented to us doing this.

As for processing your health information we will only do so where you have provided consent for this.

On some occasions we will need to process your personal data to fulfil our legal or contractual obligations such as to report against equalities requirements in a funding agreement. We will do this either because we are

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legally obliged to do so or because it is in our interests to do so having considered any impact on you.

Want to find out more?

If you have any questions about this Privacy Notice or want a say in how personal data about you is being used or want to complain, then please contact Fiona Armstrong using the details set out below:

Writing 'FAO Youth Officer' in the subject line via email

privacy@ffilmcymruwales.com



Or you can contact us by telephoning +44 (0)2921 679369 or by writing to us, marking the letter 'Privacy Matter FAO Youth Officer' to:

Ffilm Cymru Wales

Unit 6

Tramshed Tech

Pendyris Street

Cardiff

CF11 6BH

If you want to complain about the way your personal data has been used, you have the right to lodge a complaint with the Information Commissioner's Office (ICO).

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For further information on your rights and how to complain to the ICO, please refer to the ICO's website: www.ico.org.uk/

For full details of how we use your personal data, please see our full privacy notice: <https://ffilmcymruwales.com/sites/default/files/2020-10/Privacy%20Policy%202018.pdf>