



Contact Form Data Privacy Notice

What information is being collected?

The information we are collecting includes:

- Your first name
- Your last name
- Your email address
- Your telephone
- Your message

Who is collecting it?

E.D.E.N. Film Productions are collecting and processing this information.

E.D.E.N. Film Productions is registered with the Information Commissioner's Office (ICO) as an organisation that processes personal data. Registration details can be found at <https://ico.org.uk/about-the-ico/what-we-do/register-of-fee-payers/>

How is it collected?

We collect this information via you completing the contact form on our E.D.E.N. Film Productions' website.

How will it be used?

We collect and process this data for several reasons, including:

Purpose	Personal information used	Lawful basis
To provide a way for members of the public to get in touch with us directly.	● Your first name ● Your last name ● Your email address ● Your telephone ● Your message	Through having a legitimate interest of enabling members of the public to get in touch with E.D.E.N. Film Productions regarding our services, campaigns, projects and volunteering opportunities.

Data Controller

The data controller is E.D.E.N. Film Productions.

Address of data controller: E.D.E.N. Film Productions, The Circle, 33 Rockingham Lane, Sheffield, S1 4FW
Email: info@edenfilm.co.uk

Key contact from E.D.E.N. Film Productions to talk to regarding data protection matters is Claire Watkinson, Managing Director, claire@edenfilm.co.uk

Other key contacts:

Thomas Reaney, Chair, tom@edenfilm.co.uk

Diane Howard, Director, diane@edenfilm.co.uk

Jay Baker, Director, jay@edenfilm.co.uk

Recipients of Personal Data

E.D.E.N. Film Productions is the data processor and the data controller.

E.D.E.N. Film Productions may share the data with the following groups/people/organisations:

- E.D.E.N. Film Productions' Board of Directors
- E.D.E.N. Film Productions' volunteers
- Funders of E.D.E.N. Film Productions
- E.D.E.N. Film Productions' Freelancers

Retention Period

We will delete your details from our email server after the enquiry has been resolved. If the enquiry is forwarded on within the organisation we may need to retain your details, if this occurs we would ensure you are supplied with the applicable Data Privacy Notice or Notices.

Data Subjects Rights

The GDPR provides the following rights for individuals:

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling.

For more, see here:

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

Changes to This Notice

We may update this privacy notice from time to time. When we change this notice in a material way, we will update the version date at the bottom of this page. For significant changes to this notice we will try to give

you reasonable notice unless we are prevented from doing so. Where required by law we will seek your consent to changes in the way we use your personal information.