

PRIVACY POLICY



We, ScreenCraft Works, are committed to protecting and respecting your privacy.

This Privacy Policy (the Policy) (together with our [Cookie Policy](#) and any other documents referred to in these documents) explains how we use your any information about you (i.e. your personal data) that we collect when you use the ScreenCraft Works website (www.screencraftworks.org) or join any event or programme we provide.

Data protection compliance

The ScreenCraft Works website is controlled by us from our offices in the United Kingdom (UK). Personal data collected by ScreenCraft Works via the website or otherwise is processed in compliance with the UK General Data Protection Regulation (UK GDPR), tailored by the Data Protection Act 2018. For the purpose of the UK GDPR, we are registered as a Controller and you can contact us in relation to your data via info@screencraftworks.org

If you are outside the UK, you do so with the understanding that any personal data collected from the website will be processed in compliance with the UK data protection laws.

Our legal basis for processing your information

The use of your personal data for the purposes set out below is lawful because one or more of the following applies:

- Where you have provided your personal data to us for the purposes of requesting information, we will process your personal data for the proper administration of our website and business and providing you with the information or service requested)
- Where you have joined our community via the ScreenCraft Works website we will process your personal data for the proper administration of our website and the services you have requested. Providing a service to you may sometimes require the provision of information to a third party to assist us in providing that service to you.
- The processing of your personal data may also be necessary:
 - to take steps you ask us to prior to entering into a contract;
 - for the performance of a contract with you (the performance of a contract with you may sometimes require the provision of information to a third party to enable them to fulfil or assist with a part of a contract, for example a third party training provider or other contact);
 - to comply with our legal obligations.

- To send you our direct marketing communications, we will rely on your consent or, where appropriate in some circumstances, on legitimate interest. You may withdraw your consent at any time by emailing us at info@screencraftworks.org.
- We may rely on your consent in some other specific circumstances, for example, to display your photo on the ScreenCraft Works website or social media.

If we ask you for your consent, we will always make it clear that the provision of your personal data is optional.

Additional conditions for the processing of special category data

Where we need to process certain categories of personal data, which are regarded in data protection law as more sensitive and are known as ‘special category data’ (i.e. your health data or diversity data - please see more information below), in addition to an appropriate lawful basis, our processing complies with Article 9 of the UK GDPR and, where relevant, meets a condition in Section 10 and Schedule 1 of the Data Protection Act 2018, for example where:

- our processing is necessary to ensure meaningful equal opportunity monitoring and reporting; or
- you have given us your explicit consent to the processing for a specified purpose; or
- our processing relates to personal data that have been clearly made public by you; or
- our processing is necessary to protect the vital interests of an individual who is physically or legally incapable of giving consent (for example in an emergency situation); or
- our processing is necessary for the establishment, exercise or defence of legal claims or in connection with any legal proceedings or obtaining legal advice; or
- our processing is necessary for the purpose of safeguarding individuals at risk; or
- our processing is necessary for the prevention or detection of an unlawful act or compliance with regulatory requirements relating to unlawful acts.

Personal data that we may collect

When you visit the ScreenCraft Works website, we may collect and process the following personal data:

- **Information you provide to us directly** – You may provide us with information by completing forms on or otherwise submitting information to the ScreenCraft Works website, or by corresponding with us via email, telephone, post or otherwise. This might include information you give us when you register to use the ScreenCraft Works website, create an account, post comments, apply for a training programme delivered by us or one of our partners, make purchases, ask or answer questions, “follow” other Users, update your profile, apply for vacancies, search for courses, or other functions of the ScreenCraft Works website, contact us about the ScreenSkills website, or when you respond to specific questions from us. The information you give us may include your name, address, email address, photograph, date of birth, geographic location, nationality, gender, employment status, socio-economic background, portfolio, employment details, education details, skills, audience, industry sector(s) and other details about your professional life that you provide to us.

ScreenCraft Works CIC is a community interest company registered in England and Wales with company number 13823970

The personal information you give to us in joining our community will remain private and confidential at all times.

- **Information about you that we collect** – Each time you access the ScreenCraft Works website we may collect the following technical information about the way in which you accessed the ScreenCraft Works website: the Internet protocol (IP) address used to connect your computer to the internet; your login information; your browser type and version; your time zone setting; your browser plug-in types and versions; your operating system and platform, traffic data, location data, page interaction information (such as scrolling, clicks, and mouseovers); weblogs and other communications data.
- **Information about your use of the ScreenCraft Works website** – Each time you access the ScreenCraft Works website we may collect the following technical information about your use of the ScreenCraft Works website: the full Uniform Resource Locators (URL) clickstream to, through and from the ScreenCraft Works website (including date and time); page response times; download errors; length of visits to certain pages; page interaction information (such as scrolling, clicks, and mouse-overs); and methods used to browse away from the last page visited.
- **Information we receive from other sources** – If you give us permission, we may also embed video feeds from your YouTube or Vimeo accounts when you join the ScreenCraft Works community. Some or all of this information may be publicly visible and may be displayed in search engine results.
- **Information provided to us when you communicate with us for any reason**, whether via email, letter, through the ScreenCraft Works website or via our social media.

Personal data collected by ScreenCraft Works, through our website or otherwise, is often limited to contact details and some basic information about your area of work and employment status, but may include other information necessary to provide a particular service you have requested. For example, if you are applying for a service for which government funding is available, you may need to answer certain additional questions, such as your age and your current education and employment status, in order for us to evaluate whether you are eligible for that funding.

When you join the ScreenCraft Works community, you will be asked for additional information that helps us evaluate the people we are reaching and supporting. This information is optional for you to give, and the reasons we collect each type of data are given on the form. If you are applying for particular services, you may need to update this personal information (if you haven't already) to allow us to evaluate your eligibility.

Special category data

We may also need to process certain categories of personal data, which are regarded in data protection law as more sensitive and are known as 'special category data'. Special category data might include information about your health (for example, details of any disabilities), or data revealing your racial or ethnic origin or trade union membership, where you shared this information with us.

Cookie and user tracking

A “cookie” is a small text file deposited on your device’s hard drive when you access a website. Please read our [Cookie Policy](#) which sets out details of the cookies used on the ScreenCraft Works website.

How we use the information about you that we collect

The personal data that we collect and process is primarily used to enable us to provide our services to you. For example, we may use your personal data for the following purposes:

- To provide you with information requested from us (such as event invitations, publications or e-newsletters) or information on other products or services (including general updates about the ScreenCraft Works website or our partner organisations) where you have consented to receive such information.
- To meet our contractual commitments to you.
- To notify you about any changes to the ScreenCraft Works website, such as improvements or service/product changes, that may affect our service.
- To deal with your comment or query, and to contact you for more information regarding a comment or query you have made.
- To arrange and deliver services you have requested.
- To administer our site and for internal operations including troubleshooting, data analysis, testing, research and surveys.
- To generate anonymous statistics to help us improve the services we offer to you (these statistics will not include information that can identify you as an individual)
- To ensure that the Equal Opportunities Policy is effective, a monitoring of our membership and users of our services will be carried out. The collected personal and special category data regarding your gender, age, ethnic group, sexual orientation, caring responsibilities and in some cases socio-economic background, and any disability you may have, is used solely for monitoring purposes and will be treated as confidential and will not be used for individual decision-making.
- To pre-populate forms on the ScreenCraft Works website requesting information you have already provided, for your convenience and ease-of-use (please see our Cookie Policy for more information on our use of cookies).
- To assess your professional needs and attributes where services we supply might be relevant for you.
- Where you have provided consent to share your personal data with training and placement providers, so that they can send you updates.
- To administer our site and for internal operations including troubleshooting, data analysis, testing, research and surveys.
- To link your YouTube, Vimeo, Twitter, Facebook, LinkedIn, Instagram, IMDB profiles or your website to your membership if you choose to do so.

We will not make any decisions about you using automated means to process your personal data, and we will notify you in writing if this position changes.

Direct marketing communications

Occasionally, we may wish to send you information about our products, services and activities. We will only process your personal data for direct marketing purposes with your consent. You can withdraw your consent at any time by contacting us by email at info@screencraftworks.org.

Where we store your personal information

All information you provide to us is stored, usually within the UK or the European Economic Area (EEA), on secure servers hosted by us or third parties providing hosting or other services for us.

We store application details including personal, sensitive data in electronic forms which are filed on our secure intranet.

Owing to matters such as financial or technical considerations the information you provide to us may be transferred to countries outside the European Economic Area (EEA), which are not subject to the same data protection regulations as apply in the UK. We may do this as some corporate systems are hosted on servers outside of EEA.

We meet our obligations under the UK GDPR by ensuring that the information has equivalent protection as if it were being held within the EEA. This will usually be because the country either benefits from an adequacy determination and/or, where appropriate, we have entered into a Data Processing Agreement with the third party which contains model EU clauses recognised as a valid data transfer mechanism in the UK.

Information security

We take every reasonable precaution to protect against the loss, misuse or alteration of your personal data and to ensure that it will be processed in accordance with this Policy. Unfortunately, the transmission of data via the internet is not completely secure and therefore we cannot guarantee the security of data sent to us electronically. You acknowledge and accept that, despite our efforts to protect your personal data, there is a risk that others may try to intercept the information you provide to us. Transmission of your personal data is entirely at your own risk. Once we have received your personal data, we use strict procedures and security features to prevent unauthorised access. Where we have given you (or where you have chosen) a password so that you can access certain parts of our site, you are responsible for keeping this password confidential.

Disclosing and sharing your information

We will not disclose your personal data to third parties, except where the data may be provided to a third party company to enable it to provide a service for us, such as email newsletter tools e.g. Mailchimp or web agency. We share with our service providers only that data that is strictly necessary to provide the service and we have appropriate agreements in place that require them to comply with data protection laws and protect your personal data with the same care as we do.

Your personal data - your name address, contact details etc. - will only be shared with partners or funders connected by contract with a training opportunity you have applied for. Where we need to share it with a specific organisation, e.g. our training provider partner, we will ask your permission to do so.

We may disclose your personal data if we are required to do so under a legal obligation and may use external data for the purposes of fraud prevention and credit risk reduction.

Other than this, we will not share your personal data with other organisations without your consent.

Retention of Data

We only keep your personal data for as long as we need it or for as long as we are required by law to keep it.

Your rights

You have the right to request confirmation if we are processing your personal data, and where it is the case, access to your data and some additional information about the way we've been processing it. You can exercise your right through making a Subject Access Request. You can make a request by email to us at info@screencraftworks.org, whenever possible.

In addition to your right of access, in certain circumstances you also have the following rights:

- the right to request rectification of your personal data that is inaccurate or out of date,
- the right to erasure of your personal data (also known as the 'right to be forgotten'),
- the right to restrict the processing of your personal data,
- the right to request that your personal data that you have provided to us be sent to you or another controller in a secure, commonly used format, (known as the 'right to portability'), and
- rights in relation to profiling for marketing purposes.

Please note that all of these rights are subject to certain safeguards or exemptions, and we will always respond to your request in accordance with data protection law. To exercise any of these rights, please contact us by email to us at info@screencraftworks.org.

If you are not happy with the way in which we have processed or dealt with your personal data, you can complain to the Information Commissioner's Office.

How to contact us

If you have any questions on this Privacy Policy or our use of your personal data, you can email us at info@screencraftworks.org.

Changes to this Privacy Policy

We keep this Privacy Policy under regular review and we may, from time to time, update or otherwise modify this Privacy Policy. We will notify you of any changes to this Privacy Policy by posting the modified Privacy Policy on the ScreenCraft Works website, or if these changes are substantial, we would bring it to your attention directly.

This policy was adopted on 1 April 2022.

The policy was reviewed and updated on 15 August 2023.