

LensGo Visual Media Privacy Policy



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Company number: 11177243

Maintaining this document is the responsibility of
LensGo Visual Media

The document will be reviewed on 5th October 2020.

LensGo Visual Media Privacy Policy – Company number: 11177243

LensGo Visual Media are committed to protecting and respecting your privacy.

The following statement explains our policy regarding the personal data you may disclose to us e.g. when subscribing to our core services or working with us

Our aim is to respect your privacy and comply with the Data Protection Act 2018.

The Data Controller

Stuart Turner is the Data Controller for any personal data you give to us. Our contact details are:

Email: stuart@lensgo.co.uk / Mobile: 07825952136

Data Processors

- LensGo representatives and sub-contractors may need to process your data, for example to contact you to arrange a filming date; therefore these will become data processors.
 - Our staff and sub-contractors will go through a due diligence process when commissioned to evidence that they understand their obligations under GDPR, have robust policies in place and have received up-to-date training.
 - Sub-Contractors will be required to demonstrate and evidence their Privacy Policy compliance with GDPR.
 - Data may also be processed by third party organisation that we use to manage our marketing communications.
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What personal data we collect and what we do with it

We will collect the minimum personal contact data e.g. name, address, email, and telephone number to enable us to:

- Deliver our details to provide you a service;
- Contact you with regard to any matter arising from your contract;
- Delivery of our services to you i.e. edit drafts and final deliverables.
- Keep you informed through newsletters and email communication (where you have indicated your agreement to this).

We store your data securely with several factors to protect its integrity, including:

- Security Systems are installed on all computer devices (anti-virus and anti-malware)
 - 6-digit security codes are required to access mobile phones
 - Footage is stored on secure protected systems
 - Laptops are accessible by facial recognition or unique PIN number
 - IT systems, including laptops, tablets and mobile phones, are maintained and kept up-to-date with the latest software updates
 - The use of USBs is kept to a minimum and are not used to save personal or sensitive data. Where relevant, secure online tools will be used to transfer files
 - Stolen mobile phones can be tracked, wiped or locked.
 - We do not disclose your data to any other parties without your written consent.
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Email communication

Our primary source of contact is email for dealing with enquires, bookings, contracts and the delivery of files. We will occasionally send you offers, our newsletter or blog.

You can unsubscribe at any time by contacting us.

How long we keep your personal data

By law we have to keep basic information about our contracts and their contact details for a minimum of 6 years for tax purposes.

Subject to any legal requirement, we will delete your information after six years.

For the purposes of the newsletter, new blog entries, updates etc we will keep your information until you unsubscribe.

Third Parties

We will not sell, assign, disclose or rent your personal data to any other external organisation or individual.

Protecting your personal data

We are committed to ensuring that your personal data is secure. In order to prevent unauthorised access or disclosure, we have put in place appropriate technical, physical and managerial procedures to safeguard and secure the information we collect from you.

Cookies

Many websites place cookies whenever a user visits their site, in order to track traffic flows. Cookies are text files, which identify your computer to the server. We may use cookies from time to time.

Your rights

You are in complete control. You can object or withdraw your consent to the use of your personal data at any time. Subject to some legal exceptions, you have the right to:

- request a copy of the personal information **LensGo Visual Media** holds about you;
- to have any inaccuracies corrected;
- to have your personal data erased;
- to place a restriction on our processing of your data;

To learn more about these rights please see the [ICO website](#).