

# PRIVACY POLICY

This policy sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

Any questions relating to this notice and our privacy practices should be sent to [bctv.veterans@btopenworld.com](mailto:bctv.veterans@btopenworld.com)

## WHO WE ARE

The British Cinema and Television Veterans is a membership-based association of men and women who have worked for more than 30 years in the cinema, broadcast, television, film and/or allied industries.

## WHY WE MAY NEED YOUR DATA

BCTV takes your privacy seriously and will only use your personal information to respond to enquiries, administer your membership, deliver our quarterly magazine, *The Veteran*, and for the provision of services we normally supply to you, such as events and meetings throughout the year. We do not sell your data to any third party.

## WHAT TYPE OF DATA WE MIGHT BE REQUIRED TO STORE

When registering/requesting services from us, such as membership renewal or attendance at events, we may ask you for certain personal data. This information might be required to complete an online or in person transaction or to join our mailing list. The information we collect may include but is not limited to;

- Name
- Date of birth
- Email address
- Address
- Phone number

## WHO YOUR DATA MIGHT BE SHARED WITH

BCTV may on occasions pass your Personal Information (all or some) to third parties exclusively to process work on our behalf. BCTV requires these parties to process this information based on our instructions and will be consistent with this Privacy Notice and the GDPR 2018 regulations. We will only share your information with:

BCTV subcontracted data processors and suppliers of goods and services as part of your membership benefits.

Additionally, we will respond to a data request from you as the Data Subject (subject to proof of identity)

We will respond to legitimate enquiries where we need to comply with a legal or regulatory obligation.

## HOW LONG WE WILL HOLD YOUR DATA

BCTV will only keep your personal data for as long as necessary for the purposes outlined above and to satisfy any legal, accounting, or reporting requirements.

The precise length of time we hold your personal data varies depending on the individual circumstances for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

## HOW WE PROCESS YOUR PERSONAL DATA

We will only process your data under the following circumstances:

- With your consent and please note that you have the right to withdraw your consent at any time by emailing [bctv.veterans@btopenworld.com](mailto:bctv.veterans@btopenworld.com)
- Where it is necessary for our legitimate activities (or those of a third party) and your interests and fundamental rights do not override those interests.
- Where we need to comply with a legal or regulatory obligation.  
We will process your data directly or through a contracted service provider to deliver services and to track membership category and duration.

It is intrinsic in the nature of a membership organisation to hold members' data. Therefore should a member wish to withdraw their permission for use of their data this would effectively mean withdrawal from membership.

# YOUR RIGHTS

At any point whilst BCTV is in possession of your personal data you have the following rights:

Right of access – you have the right to request a copy of the information that we hold about you.

Right of rectification – you have a right to correct data that we hold about you that is inaccurate or incomplete.

Right to be forgotten – in certain circumstances, you can ask for the data we hold about you to be erased from our records.

In the event that BCTV refuses your request under rights of access, we will provide you with a reason as to why, which you have the right to legally challenge.

## HOW YOU CAN ACCESS THE INFORMATION WE HOLD ON YOU

You can request the following information from: [bctv.veterans@btopenworld.com](mailto:bctv.veterans@btopenworld.com) please bear in mind that we will need to establish proof of your identity before we can release any information.

We have a regulatory obligation to respond to your request within 30 days.

- Identity and the contact details of the person or organisation (BCTV) that has determined how and why to process your data.
- Contact details of the data protection officer, where applicable.
- The purpose of the processing as well as the legal basis for processing.
- If the processing is based on the legitimate interests of BCTV or a third party such as one of its subcontractors information about those interests.
- The categories of personal data collected, stored and processed.
- Recipient(s) or categories of recipients that the data is/will be disclosed to.
- How long the data will be stored.
- Details of your rights to correct, erase, restrict or object to such processing.
- Information about your right to withdraw consent at any time.
- How to lodge a complaint with the supervisory authority: the Information Commissioner's Office(ICO)

**Last updated: 12 December 2018**

**Should our security be breached at any time we will inform you as soon as possible about what data was accessed.**