

## **PRIVACY NOTICE**

The Highland Council Film Office (also promoted as the Highlands of Scotland Film Commission) is a “controller” of the personal information you provide to us. This privacy notice sets out how and why we will use this data and who it is shared with.

### **Service providers / Location owners**

When you initially request an entry in our database “Moviesite” and on the [www.scotfilm.org](http://www.scotfilm.org) website, we need to record some basic details to allow us to refer film enquiries to you and for your business / property to be promoted through an entry on the website. This typically includes a contact name, business address, telephone number, e-mail address and details about what your business / property offers that are relevant to the Film Office promoting it to the film industry.

When we create a record for your business you are provided with a secure login that allows you full control of all the data we hold, allowing you to either add further information to enhance the level of promotion of your business / property or to remove any details you do not wish communicated to third parties. The Highland Council Film Office will periodically contact businesses and property owners asking them to check the entry is up to date. You have the opportunity at that time, or at any other time of your choosing to make changes as described above.

### **Production enquiries**

When you initially make an enquiry for assistance from the Film Office, we need to record some basic details to allow us to respond to your enquiry. This typically includes a contact name, business address, telephone number, e-mail address and details about the production that are relevant to the Film Office handling the enquiry. At this stage we treat all enquiries confidentially.

### **Use of data**

The Council collects the information described above solely for the purpose of allowing us to deliver our service of handling production enquiries and promoting local businesses and properties to the film industry; we do not sell this information to any third parties. Under the General Data Protection Regulation (GDPR), the legal basis for us collecting and processing this information is to perform this role.

You have the right to request a copy of the information that the Highland Council Film Office holds about you. This can be viewed by accessing your online record using the user name and password provided but you can also make a request to [film.commission@highland.gov.uk](mailto:film.commission@highland.gov.uk) or telephone 01463 702955.