

Giant Leap Video Ltd

Privacy Policy

Giant Leap Video Limited (hereafter referred to as “Giant Leap”, “we, “us”) use your personal data to provide our video and animation services to you and/or your business. We describe how we collect, store and use your data in this Privacy Policy.

We take our responsibilities to look after your data seriously and we are committed to protecting your privacy. There are steps you can take to control what we do with your data and we have explained those steps in this Privacy Policy.

When we talk about data and personal data in this Privacy Policy, we mean personal data which identify you or which could be used to identify you such as your name and contact details and images of you contained in our videos and photography.

1. Who is responsible for your data?

Giant Leap Video Ltd is responsible for your data. Our registered address is 1000 Lakeside, North Harbour, Western Road, Portsmouth, Hampshire, PO6 3EN. We are registered as a company in England and Wales under company number 07568539. We are the data controller of the data we collect from you, and as such we control the ways we collect your personal data and the purposes for which it is used. We are data processors for the data we hold within film footage, captured as part of a production project.

2. Personal data we collect about you

Depending on how you use our services and our websites, we might collect the following kinds of information about you:

PERSONAL DATA	HOW WE COLLECT IT
Your name and contact details (email address, telephone number, address)	When you fill in a contact form on our website When you make contact with us through email When you have provided a business card to Giant Leap or a representative

PERSONAL DATA	HOW WE COLLECT IT
	<p>When you complete a consent form for filming</p> <p>When your details are included in a production plan</p> <p>Through a referral from a mutual contact</p>
<p>Communication we have with you (emails, letters, telephone calls, messages sent to us through our social media platforms, feedback)</p>	<p>When you respond to our communication</p>

3. Sensitive personal data

Certain kinds of personal data, such as data about your racial or ethnic origin, your physical or mental health, conviction of criminal offences are special categories of personal data which by law require additional protection. We try to limit the circumstances in which we collect sensitive personal data of this kind, but we do collect and process it under such circumstances including but not limited to:

1. You are a member of staff
2. You are a freelancer, actor or a crew member working for us
3. We are required to in order to deliver the services to you.

4. How we use your personal data

We can only use your personal data if we have a proper reason for doing so. We use your data for one or more of the following reasons :

1. To fulfil a contract we have with you,

or

1. When you consent to it,

or

1. When it is in our legitimate interests for business or commercial reasons to use your data; if we use your data for this reason, we will not unfairly put our legitimate interests above what is best for you.

In the table below, we have set out the different ways in which we use your personal data and the reasons we rely on for using that data.

If we rely on our legitimate interests for using your personal data, we will explain that to you.

What we use your personal data for	Reason for using your personal data	Giant Leap's legitimate interest
To communicate with you and manage our relationship with you	Fulfilling contracts	Provision of services requested
	With your consent	
	Our legitimate interests	
To personalise and improve your customer experience. To inform you about our new products and trends that we think you might be interested in.	Fulfilling contracts	Being efficient about how we fulfil our contracts and provide our services.
	With your consent	Keeping our records up to date.
	Our legitimate interests	To help decide which products and services may interest you.
To fulfil our administrative purposes including accounting, billing and audit. To manage how we work with other companies that provide goods and services to us and our customers	Fulfilling contracts.	Being efficient about how we fulfil our contracts and provide our services.
	Our legitimate interests.	Identifying ways to improve how we deliver services to our customers.
To develop and manage our brand, products and services.	Our legitimate interests.	Identifying ways to improve how we deliver products and services to our customers.

5. How we process your data

When video footage and files are captured of a specific individual their consent to process the data will be gathered, either via the Giant Leap 'Release' or 'Consent' form or other such form supplied by you to us granting us consent from the individual to process their data. This consent will be given by the individual for the processing of the footage to create the project as specified. Each use for the

footage must be specified. Any future uses of the footage requiring new processing of the data for a different purpose or project will require additional consent.

This consent must be freely given, specific, informed and unambiguous and is the joint responsibility of Giant Leap and you to gather.

At the time of obtaining consent, individuals are made aware that they are able to withdraw consent at any time but also that this would not render processing prior to withdrawal to be unlawful.

Giant Leap and our clients may have a legitimate interest to continue to use and process personal data even if an individual has withdrawn their consent for the business to do so. Legitimate interests include but are not limited to:

1. i) where there is a real business interest being pursued in continuing to process the personal data;
ii) the processing is absolutely necessary in order for you to pursue that interest (i.e. the interest cannot be pursued in another way which is proportionate); and
iii) the processing is balanced against the impact such processing will have on the fundamental rights and freedoms of data subjects

In considering whether or not it is proportionate and legitimate for a business to continue using video footage which contains imagery of an identifiable individual the following factors will be considered:

1. Where the footage will be used.
2. Whether the individual is a main part of the footage.
3. Whether the footage indicates that the individual has links or associations with people or a particular ideology which he/she no longer does.
4. What the likely impact is of continuing to use the footage on that individual.
5. What the impact on the business is.

6. **How long we keep your data**

We keep your data only for as long as we need it. How long we need data depends on what we are using it for, whether that is to provide services to you on an ongoing basis or for our own legitimate interests (described above).

We will actively review the information we hold and when there is no longer a customer or business need for us to hold it, we will either delete it securely or in some cases anonymise it.

7. **How we protect your data**

We protect your personal data against unauthorised access, unlawful use, accidental loss, corruption or destruction.

We use technical measures such as, but not limited to, encryption and password protection to protect your data and the systems they are held in. We also use operational measures to protect the data, for example by limiting the number of people who have access to the databases in which information is held.

8. **Sharing your data**

We may share your data with staff and sub-contractors who are fulfilling a specialist role within the production. For example, but not limited to, production staff, animators, actors, AV crew and drone operators. We will make sure that our suppliers respect your personal data and comply with data protection laws.

9. **Your rights**

You are entitled to see copies of all personal data held by us and to amend, correct or delete such data. You can also limit, restrict or object to the processing of your data.

If you gave us your consent to use your data so that we can send you marketing emails, you can withdraw your consent. Please note that even if you withdraw your consent, we can still rely on the consent you gave as the lawful basis for processing your data before your consent was withdrawn.

You can object to our use of your data where we rely on our legitimate interests to do so. We explained the legitimate interests we rely in the table above under the heading 'How we use your personal data'.

To raise any objections or to exercise any of your rights, you can send an email to us at datacontroller@giantleapvideo.com or you can write to us at Data Controller, Giant Leap Video, 1000 Lakeside, North Harbour, Western Road, Portsmouth, Hampshire, PO6 3EN.

When you get in touch, we will come back to you as soon as possible and within no later than one month. If your request is more complicated, it may take a little longer to fulfill but we will keep you informed with the aim of fulfilling your request within two months of you getting in touch. There is no charge for most requests, but if you ask us to provide a significant amount of data for example we may ask you to pay a reasonable admin fee. We may also ask you to verify your identity before we provide any information to you.

Last updated: 21st May 2018

