



# Privacy Policy

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“If The Method Works, Why Change It.”

Effective from 15<sup>th</sup> May 2018 the **Privacy Policy** sets out how Methodworks Production Ltd controls, processes, handles and protects any information that you provide us while browsing or using this website ([andrewdavid.london/www.methodworksproduction.com](http://andrewdavid.london/www.methodworksproduction.com)), including your rights under the current laws and regulations for access, update or otherwise take control of your personal data that we process. Examples of when you are directly providing us with your personal information includes when you are completing any contact forms. If you do not agree to the following policy, you may wish to cease viewing / using this website.

Policy key definitions:

- "I", "our", "us", or "we" refer to the business, Methodworks Production Ltd.
- "you", "your", "the user" refer to the person(s) using this website.
- GDPR means General Data Protection Act.
- ICO means Information Commissioner's Office.
- Cookies mean small files stored on a user's computer or device (where applicably used).

Methodworks Production Ltd is committed to ensuring that your privacy is protected. Should specific personal or confidential information be sought for engagement of a project or for a projects quote, such information will only be used in accordance with this **Privacy Policy**.

Methodworks Production Ltd may change this policy from time to time by updating this document which is reviewed on a yearly basis. You should therefore check this policy prior to each engagement or providing such information you deem confidential or personal to ensure you are well informed and happy to continue with such changes. We will also notify you by means of a notice on our home page, at least thirty (30) days prior to the implementation of the changes.

## 1.0 What We Collect

1.1 During the process of general communications we generally collect the following information provided directly from you;

- Your full name - so we can identify who the communication is coming from and who we are responding to
- Your email address - so we may respond to you
- Your contact number - so we may respond to you

1.2 During the process of producing a **Quote** request we collect the following information provided directly from you;

- Your full name - so we can identify who the communication is coming from and who we are responding to
- Your company/organisation name - so we can identify who you are representing
- Your full company address - so we can identify where you are based and include this information on further legal documents such as contracts and invoices upon engagement with you
- Your contact number - so we may respond to you
- Your email address - so we may respond to you and know where to send your Quote to
- Your website address - so we may carry out relevant research on your branding, core messages and direction in relation to the services you are seeking
- Relevant details associated to the costing and scheduling of the services you are seeking

We check such details as your company name and address on the Companies House register to ensure you are legitimately trading and to collect your company number.

1.3 During the process of contacting us with regards to careers and opportunities we collect the following information provided directly from you;

- Your full name - so we can identify who the communication is coming from and who we are responding to
- Your contact number - so we may respond to you
- Your email addresses - so we may respond to you



If you are called in for an interview, we also collect the following information provided directly from you;

- Your current C.V. - to assess your work history
- Your full home address - so we can identify where you are based in relation to your feasibility regarding travel, and include this information on further legal documents such as contracts, payroll and work-based pension schemes
- Details of your next of kin - in case of an emergency so we know who to contact
- Your date of birth - to identify you are of working age
- Your national insurance number - to identify that you are eligible to work in the UK and for other legal purposes in relation to making the correct payments to you and the HMRC should you be successful in working with us
- Whether or not you hold a driving license - so we can identify your ability to assist in the logistics of projects during productions
- Details of any criminal convictions or court actions against you for employment purposes
- Whether or not you are on the Sex Offenders Register for employment purposes
- If you are a vegetarian or a vegan (and any other dietary information) for catering purposes when we are responsible for feeding you
- Your social media links (if available) to research your activities for employment purposes
- Your website address (if available) to view your current work
- Details of your key skills for suitability towards the role you are seeking employment for
- Details of any equipment you have in relation to the position applied for that you may make available to us
- Your rates (if freelance) so we understand your desired pay scale
- A headshot (actors) so we may identify you for prospective roles and present these to prospective clients

## 2.0 What We Do With The Information We Collect

2.1 All the information we gather is processed only in the UK and is considered required information to ensure we understand your needs and are able to complete all relevant subsequent paperwork and may then provide you with the most appropriate services requested or adequate employment. Reasons for seeking the information outlined in section 1.0 is as follows;

- i) to ensure we are able to contact the correct person whether immediately or at any time and are able to include the sending of documents or relevant materials
- ii) to enable us to carry out the relevant research on you, your business, company or organisation in relation to your project to best inform us and to ensure we understand you when producing ideas for your project
- iii) to enable us to provide you with as accurate a **Quote** as possible so there will be no hidden or further costs upon engagement
- iv) to discover your strengths and weaknesses, experience, knowledge and ability with all other relevant information regarding to careers and opportunities while also understanding your personal requirements and needs and knowing who to contact in the event of an emergency

2.2 If contacting us with a general enquiry, we will generally keep a record of your enquiry within our email account only, for future reference should you contact again.

2.3 If contacting us for a **Quote** for a service, all information will be recorded within a **Quote** (uniquely numbered beginning with the prefix **Q**) document and also within a Quote Record archive. These are securely stored both electronically in emails, our private servers and on a backup drive, as well as in a hard format in a secured location.

2.4 If contacting us with regards to a career or job prospect, whether as a crew member or an actor, your information will be recorded within a **Profile** sheet and these are securely stored both electronically in our private servers and on a backup drive, as well as in a hard format in a secured location.

2.5 We may also track website visits (via use of Cookies which you will be notified about as soon as you arrive on one of our websites) and use analytical tools such as HotJar and Google Analytics to improve our website, by understanding how you interact with the content we present to you and how long you spend on each page and this data will be anonymised where possible.

2.6 We will not sell, distribute or lease your personal information to third parties unless we are required by law to do so.

2.7 All information gathered within general communications and for Quotes, project purposes and job applications are kept indefinitely where required to do so as mandated by law, contract or similar obligations application to our business operations; for preserving, resolving, defending or enforcing our legal/contractual rights; or needed to maintain adequate and accurate business and financial records.

## 3.0 Security

3.1 We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronics and managerial methods to safeguard and secure the information we gather online using encryption where possible.

3.2 The main database is kept on one computer system with one back up on an external hard drive by the Executive Creative Director of Methodworks Production Ltd. Only those required to access the relevant databases when required will be deemed access. All hard copies are filed away in secure lockable cabinets whereby only the Executive Creative Director of Methodworks Production Ltd. has access so.



## 4.0 Links To Other Websites

4.1 Our website contains links to other websites of a social nature. However, once you have used these links to leave our site, you should note that we do not have any control over other websites. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this Privacy Policy. You should exercise caution and look at the privacy statement applicable to the website(s) in question.

## 5.0 Controlling Your Personal Information

5.1 You may request details of personal information which we hold about you under the Data Protection Act 1998. If you would like a copy of the information held on you, please email [operations@methodworksproduction.com](mailto:operations@methodworksproduction.com) and allow up to 30 days for compliance.

5.2 If you believe that any information we are holding on you is incorrect or incomplete, please email or phone us as soon as possible. We will promptly correct any information found to be incorrect. With regards to profiles (for prospective and actual employees and freelancers), we endeavor to update them once a year. At this moment, crew and cast members will be contacted and if they no longer wish to appear on our freelance roster, you may request your profile to be removed from our database.

5.3 You may choose to restrict the use of your personal information in the following ways;

- if you have opted in to receiving an email from us whether a newsletter or a promotional offer, you may change your mind at any time by emailing us at [hello@methodworksproduction.com](mailto:hello@methodworksproduction.com) and you will be removed from our general communications list.

[www.methodworksproduction.com](http://www.methodworksproduction.com)

**Issued by Methodworks Production Ltd.**

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