

PRIVACY NOTICE - FILM PERMITTING AND LOCATION REGISTRATIONS DATABASE

Calderdale Council of Town Hall, Crossley Street, Halifax, HX1 1UJ is registered with the information Commissioners Office (ICO) under the provisions of the Data Protection Act 2018. The Council takes its responsibilities under the Act very seriously. This privacy notice explains how our Events and Filming service will process your personal information in order to process your application to enter into a filming agreement with you, or in connection with our Locations Registration Database.

The type of information we will collect

The following information may be collected depending upon the type of application:

Filming Applications/Agreements

- Name and address
- Contact details – email and telephone number
- Emergency contact number for use during filming if necessary
- Location address

Locations Registration

- Owner of location's name, address, and contact details
- Name and contact details of location representative if different from the owner

Why we collect and hold this information

Your personal information is collected for the following purposes:

Filming Applications/Agreements

- To process your application to request a permit and if successful to enter into a filming agreement at an agreed location
- To ensure permission has been given by the Council to use Council land/resources for the filming.
- To enable communication and coordination between partners to help minimise any adverse impact. This includes exchanging risk assessments, filming schedules, and other relevant information.
- To ensure the correct process is followed for approval of any road closures.
- For public liability insurance purposes and to indemnify the Council against any liability for damages or costs incurred.

Locations Registration

- To register a location on the Registration system and set up your account in order to manage the details of your location
- To allow registered production companies and individuals to set up an account, search the Database for suitable filming locations and make contact with owners/their representatives.

The lawful basis for the processing of your information

- Article 6(1)(b) - processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract
- Article 6(1)(e) - processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

Sharing your personal data

Your personal information will be shared where necessary with the following organisations:

- The software providers of our Registration Database, Openbrolly
- Members of the event Safety Advisory Group (eSAG):
 - Calderdale Council services: Parking, Planning and Highways, Health and Safety, Registration and Licencing, Insurance
 - West Yorkshire Police
 - West Yorkshire Fire and Rescue Service
 - Yorkshire Ambulance Service
- West Yorkshire Combined Authority (WYCA)
- Environment Agency
- Utilities companies
- Screen Yorkshire
- Other individuals or organisations that may be directly affected by the filming.

We will never share your information with third parties without your consent unless the law allows us to do so.

How long we will keep your information

Filming Applications/Agreements

We will retain your information for a maximum of 6 years and 4 months from the date the site is handed back following the completion of filming. If the Council is informed of an incident or personal injury at an event during the retention period stated above, the information may be retained for a longer period for that purpose.

Locations Registration

Information will be kept on the Locations Database for 3 years following its last access/use, if it has been static and not used for the purpose of the council's business. It will then be securely deleted.

Your rights

The GDPR provides the following rights for individuals. Not all rights are absolute and therefore will only apply in certain circumstances:

1. The right to be informed
2. The right of access
3. The right to rectification
4. The right to erasure
5. The right to restrict processing
6. The right to data portability
7. The right to object
8. Rights in relation to automated decision making and profiling.

Please contact eventsandfilm@calderdale.gov.uk for further information.

You have the right to complain to the Data Protection Officer if you feel that your data has not been handled in accordance with the law. The Council's Data Protection Officer is Tracie Robinson and can be contacted at information_management@calderdale.gov.uk

Regeneration & Strategy – Economic Growth
Events & Filming

You also have the right to lodge a complaint with the Information Commissioner’s Office at www.ico.org.uk