



Mave Media Privacy Policy – Video Services

Introduction

This Privacy Policy sets out how we make use of and protect any information you give us when you interact with us. It explains the type of information we may hold, how we hold that information and how long we will retain it.

The Kind of Information We May Hold About You

The personal information we may collect about you is determined by how you interact with us. This may include the following:

- Names
- Phone Numbers
- Email addresses
- Company Name

If you decide to engage us to provide services, we may also collect:

- Photographs
- Film Footage
- Quotes and Case Studies

Keeping Data Secure

In providing our services we use several software and data transfer tools such as Dropbox. These are secure servers certified as ISO 27001 compliant. We also use the Dropbox services to hold our own Data. We do not hold any data on any local hard drives, other than during the recording of any specific event.

Data Retention

We will only hold any personal information for as long as it is required to fulfil the purpose for which it was requested, other than where we are required by Law or where we have a contractual obligation to a client.

Our Lawful Bases for Processing Personal Information

The lawful bases for processing are set out in Article 6 of the UK GDPR. At least one of these must apply whenever you process personal data:

Consent: the individual has given clear consent to process their personal data for a specific purpose.

Contract: the processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering a purpose.

Legal Obligation: the processing is necessary for you to comply with the law (not including contractual obligations).

Vital Interests: the processing is necessary to protect someone's life.

Public Tasks: the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in Law.

Legitimate Interests: the processing is necessary for your legitimate interests or the legitimate interests of a third party.

Given the nature of the services provided by us we expect the lawful bases will extend to Consent and Contract.

How Will I Know That Photography and Filming Maybe taking Place?

As the services we provide are to other professional firms it will be their responsibility to advise that photography and videography is taking place. This notice could be provided:

- At the point of invitation and acceptance
- At the event itself through prominent signing

We will however make ourselves visible at any event should any person wish to request they do not appear in photographs or on film. If at an event where we are providing our services should we become aware there are prominent positions where you are likely to appear we make best endeavours to advise you of this.

Links to Other Websites

This Policy sets out how we use and protect any information we may collect when visiting our website. Should we provide links to other websites or applications owned by another party, who we do not control we are not responsible for how they may collect and manage your data. In such instances we would urge you to visit their Privacy Statements.

Cookies and Pixels

Our website installs both persistent and session cookies when a user arrives. Session cookies enable our systems to customize your visit to the site. The site also uses persistent cookies to enable a website to remember you on subsequent visits, speeding up or enhancing your log-in and use of other services.

Your browser gives you the capability to accept, block, or disable cookies at any time.

Personal Data and Your Rights

You have the following rights under Data Protection Law:

Access: You have the right to ask us for copies of your personal data.

Rectification: You have the right to ask us to rectify personal data you think is inaccurate.

Deletion: You have the right to ask us to erase your personal data in certain circumstances.

Restriction: You have the right to ask us to restrict the processing of your personal data in certain circumstances.

Processing: You have the right to object to the processing of your personal data in certain circumstances.

Portability: You have the right to ask that we transfer the personal data you gave us to another organisation, or to you, in certain circumstances.

Withdraw Consent: When we use consent as our lawful basis you have the right to withdraw your consent.

How to complain

If you have any concerns about our use of your personal data, you can make a complaint to us via contact@mavemedia.co.uk. As our services are primarily undertaken on behalf of and in most instances published by other firms (our clients) you should approach them in the first instance.

If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO. The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

Website: <https://www.ico.org.uk/make-a-complaint>