

## **The Location Store – Privacy Statement**

We are The Location Store (TLS) of CityCas Ltd, 162 Regents Street, London, W1B 5TF. Our contact for any data protection matters relating to our activities is Rebecca Bartoletti email: info@thelocationstore.co.uk or telephone: 01273 831300 / 07974230595

TLS takes our obligations under data protection legislation seriously. This statement sets out our policy on the protection of the personal data that we process. We process the personal data of our clients and of other individuals as part of our services. This includes the personal data of location owners and of individuals working for location hirers. In this Privacy Statement individuals whose personal data is processed by TLS are referred to as 'you' and 'your'.

The legal bases we process your data:

Where we have or intend to have a contract with you or with another party at your request, the fact of that contract is the legal basis for our processing of your personal data and we may continue to hold and process your data for a period of up to six years following the expiry of that contract. Your objection to the processing of your data under this basis may hinder the formation or prevent the continuation of any contract or intended contract with you.

We may also process your data to comply with our legal obligations under UK or EU law, including but not limited to compliance with legislation relating to taxation. Where TLS processes your data on this basis we may hold and process your data for a period of up to six years unless changes in the relevant legislation require a longer period, in such cases that longer period shall apply. Your objection to the processing of your data under this basis may prevent TLS from being able to provide services to you.

We may process your data as part of our commercial activities, whether in order to provide our services, to comply with obligations with other parties under our contracts with them or for record keeping purposes.

We may rely on your consent to process your data. You may withdraw your consent to that processing at any time (this shall not affect the lawfulness of our processing of your data prior to any such request). However please note that unless your consent is the **only** basis on which we are processing your data, we may continue to process your data for any of the other bases set out for the applicable period of time stated above.

Who we share data with. Who we do not share data with.

We share the personal data of location owners with potential and actual hirers for the purposes of a production. Similarly, as part of our services we may share the data of individuals working with such hirers, with location owners. In all cases we share data only to the extent necessary and aim to minimise the data shared as far as is possible.

We shall not use your data for the purposes of marketing to you outside of our agreement with you and we do not share any personal data that we hold with third parties except as part of our services introducing locations available for hire for use in the production of films, video, photographic and all other audio, visual and interactive media.

We do not transfer any data outside of the European Economic Area.

Your rights:

Where we process your personal data you have the following rights:

- To request copies of the personal data that we hold on you
- To have incorrect or inaccurate data made correct and accurate
- To have your data erased

- To limit the processing of your data
- To object to the processing of your data
- Please note that should you request to have your data erased, restricted or object to the processing of your data, we shall do so to the extent possible. If we are under contract with you or have a legal obligation we may continue to hold your personal data regardless of the request. In all cases we shall use our reasonable endeavours to minimise the processing of your data following such a request.

Should you have any questions or concerns relating to the processing of your personal data by TLS please contact Rebecca Bartoletti (contact details above), Matters relating to data protection are enforced by the Information Commissioners Office in the UK. <https://ico.org.uk>

For the avoidance of doubt words used in this Privacy Statement shall have the same meanings as in our Terms of Business (where defined). Terms relating to data processing shall have the meanings given in the EU General Data Protection Regulation (Regulation EU 2016/679).