



### 1. OUR CONTACT DETAILS

Film Hub North

c/o Showroom Workstation 5 Paternoster Row Sheffield

S1 2BX

[info@filmhubnorth.org.uk](mailto:info@filmhubnorth.org.uk); [filmhubnorth.org.uk](http://filmhubnorth.org.uk)

For any data protection matters, please contact the Hub's Marketing & Communications Officer Lydia Osborne: [lydia@filmhubnorth.org.uk](mailto:lydia@filmhubnorth.org.uk).

### 2. INFORMATION WE HOLD

Film Hub North collects various types of information across its platforms and through its activities.

We may collect the following information about you:

- Name, physical address, email address, phone number, job title/organisation/occupation, date of birth, equality monitoring information, access and dietary requirements, communication preferences
- Business information, including financial information, details of the services your organisation provides and your experience and capacity in delivering film activity
- Cookies and Google Analytics data

### 3. HOW AND WHY WE COLLECT INFORMATION

Most of the personal information we collect is provided to us directly by partners, clients and the public. Cookies and Google Analytics data are collected automatically.

We collect information for the following reasons:

- To provide services such as our email newsletters, online forums and website
- To manage, support and contact our networks of film exhibitors and filmmakers

- To administer and assess applications to our funding schemes and training opportunities
- To measure the impact of our funding grants and to fulfill reporting requirements, both with organisations we fund and with organisations that fund the Hub
- To prevent, detect and investigate illegal activity such as fraud
- To administer and deliver events and opportunities for film exhibitors and filmmakers
- To respond to enquiries or complaints

Some of the information we collect through our equality monitoring activity is *special category data* - this is data covering personal information such as racial or ethnic origin and sexual orientation. We collect this data in order to meet reporting requirements agreed with our funders at the British Film Institute. You can choose to provide some or none of the equality monitoring information and, where possible, we take steps to ensure this information is collected anonymously.

Our lawful basis for collecting information depends on the type of information collected and how we use it. We have identified four lawful bases that apply to the Hub's activities:

**Contractual:** we collect information in order to provide services relating to film exhibitor and filmmaker development, and to produce contracts relating to our funding activity.

**Consent:** we receive consent to collect information from partners and clients - for example in order to manage our newsletters. You are able to remove your consent at any time.

**Legal obligation:** in some circumstances we will be required to collect or disclose information to fulfil legal obligations to our partners - for example, our funders at the British Film Institute.

**Legitimate interest:** we collect some information on the basis of legitimate business interests and with the belief that these interests are balanced and do not negatively affect individuals' privacy.

#### 4. SHARING INFORMATION

Film Hub North is a project led by Greater Manchester Arts Centre (trading as HOME) and Showroom Workstation, and is funded by the BFI as part of their BFI Film Audience

Network and BFI NETWORK programmes. The information we collect in order to provide services and meet the project's objectives is shared with these partners.

Prior to confirming grants through our audience development funds, we require each applicant to undertake an ID check as part of our due diligence processes around fraud prevention. As part of this check, each applicant will need to provide the following personal information: name, home address, phone number, date of birth. This information will be passed on to the BFI and then to GBG and CIFAS to run the necessary checks. Please note that this is not a credit check and will not affect your ability to receive credit from other organisations.

Information may be processed by other third parties where this is required to provide a service - for example, our website, our newsletter platforms and event ticketing services.

We collect and analyse information in order to provide and improve our services. We will not share your information with other organisations for marketing or commercial purposes.

## **5. STORING YOUR INFORMATION**

We use a combination of administrative and technical measures to keep your information secure.

Please note that no information shared via the internet or email is likely to be completely secure and you should take special care when sharing information with us through these means.

We will store your information for the duration of the Film Hub North project.

The BFI and Film Hub North will remove any information submitted in support of an ID check from their records either: within six months of a funding application being declined, or within six months after the final payment of a funding grant.

## **6. YOUR RIGHTS**

If you are signed up to one of our newsletters, you can change your communication preferences at any time.

If you have any questions about the data we hold about you, or how it is used as set out in this Privacy Notice, please get in touch.