

# **POPPING ORANGE COMMUNICATIONS LTD PRIVACY POLICY**

## **Our contact details**

Name: Catherine McDonald

Address: Office 4, The Factory, High St, Thorpe-Le-Soken, Essex, CO16 0EA

Phone Number: 07515 116547

E-mail: [catherine@poppingorange.co.uk](mailto:catherine@poppingorange.co.uk)

19<sup>th</sup> January 2024

## **The type of personal information we collect**

We currently collect and process the following information:

- Names, roles, phone numbers, emails addresses an images of contributors to our content.
- Names, roles, phone numbers and email addresses of industry contacts e.g. journalists, producers and editors.
- Names, phone numbers, email addresses and payment details for industry suppliers e.g. camera operators, sound operators, producer / directors and editors.
- Mames, roles, phone numbers and email addresses of clients.

## **How we get the personal information and why we have it**

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- For the creation of audio, visual and print content
- Social Media handles for targeted communication

We also receive personal information indirectly, from the following sources in the following scenarios:

- From clients and contacts supplying information for the creation of the audio, visual and print content.

We use the information that you have given us in order to create audio, visual, print and social media content for a client.

We may share this information with project teams and clients where necessary.

Under the UK General Data Protection Regulation (UK GDPR), the lawful basis we rely on for processing this information are:

**(a) Your consent. You are able to remove your consent at any time. You can do this by contacting Catherine McDonald.**

**(b) We have a contractual obligation.**

**(c) We have a legal obligation.**

**(d) We have a legitimate interest.**

## **Cookies Policy**

### **General Use**

We use cookies, tracking pixels and related technologies on our website. Cookies are small data files that are served by our platform and stored on your device. Our site uses cookies dropped by us or third parties for a variety of purposes including to operate and personalize the website. Also, cookies may also be used to track how you use the site to target ads to you on other websites.

### **Third Parties**

Our website employs the use the various third-party services. Through the use of our website, these services may place anonymous cookies on the Visitor's browser and may send their own cookies to the Visitor's cookie file. Some of these services include but are not limited to: Google, Facebook, Twitter, Adroll, MailChimp, Sucuri, Intercom and other social networks, advertising agencies, security firewalls, analytics companies and service providers. These services may also collect and use anonymous identifiers such as IP Address, HTTP Referrer, Unique Device Identifier and other non-personally identifiable information and server logs.

## **How we store your personal information**

The majority of information is securely stored in password encrypted computer files.

We will keep details of names, roles, phone numbers, email addresses and payment information for as such time Popping Orange Communications Ltd. ceases to trade. We will then dispose of your information by deleting from the relevant files and folders.

We also keep paper copies of contributor release forms in a locked drawer at the business premises. We will keep these forms for as long as the content is in use. At such time the forms can be destroyed, they will be shredded.

## **Your data protection rights**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [Catherine@poppingorange.co.uk](mailto:Catherine@poppingorange.co.uk) if you wish to make a request.

## **How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us at [Catherine@poppingorange.co.uk](mailto:Catherine@poppingorange.co.uk)

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

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

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>