Elstree Film Studios Limited

Elstree Studios

Shenley Road

Borehamwood

Herts WD6 1JG

www.elstreestudios.co.uk

02089531600

Information we hold

Elstree Film Studios Limited holds the following categories of information.

Client Accounts and Billing Addresses

Staff information including Salaries

Client and tenant email addresses

Board Directors email addresses

Security records visitor attendance

Security issues Visitor Passes

Security issues Client and Tenant passes

Security CCTV monitors Site Road and Building exterior activity

CCTV is recorded for security and safety purposes only

Vehicle number plate recognition for car and vehicle barrier access.

All CCTV recordings are held for a set period of time before being deleted.



Elstree Film Studios Ltd

January 2019

Privacy Notice

**Our contact details**

Name: Elstree Film Studios Limited

Address: Shenley Road Borehamwood Herts WD6 1JG

Phone Number: 02089531600

E-mail: general@elstreestudios.co.uk

**What type of information we have**

We currently collect and use the following information:

* Client and Tenant, Staff and Directors, NED and INED Personal identifiers, contacts and characteristics (for example, name and contact details)
* Visitor identifiers, Security Passes and Log
* Business Cards and Published Industry Guides.

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

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

* You need to be contacted.

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

* Industry guides and catalogues where you are listed and information provided for direct contact. Business cards and business enquiries

Under the General Data Protection Regulation (GDPR), the lawful bases 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 general@elstreestudios.co.uk**

**(b) We have a vital interest.**

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

**What we do with the information we have**

We use the information that you have given us in order to inform you, pay you, invoice you, allow you access to the site, issue a parking permit.

We may share this information with appropriate EFS Admin Staff, Company Auditors, HMRC, Police.

**How we store your information**

Your information is securely stored at Elstree Studios Administration

We keep information for the appropriate time either as required for commercial purposes or fiscal purposes. We will then dispose your information by erasure or destruction

**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 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 information in certain circumstances.

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

**Your right to data portability** - You have the right to ask that we transfer the 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 [general@elstreestudios.co.uk](mailto:general@elstreestudios.co.uk), Elstree Film Studios Limited WD6 1JG, telephone 02089531600 if you wish to make a request.

**How to complain**

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