

Stuart Bailey Media Data Policy

1. DATA COLLECTION & USAGE

1.1 You may browse and access information provided by Stuart Bailey Media and contained within our website (www.stuartbaileymedia.co.uk) or social media channels without providing any personal information.

1.2 Where you voluntarily provide personal information we may collect and store the following details: Full Name, Address, Email Address, Telephone Number.

1.3 We may collect your details through the following means: website contact form (www.stuartbaileymedia.co.uk), social media messaging, email correspondence, telephone conversation, consent forms for photography or video, contracts, collection of business cards and information that is available in the public domain.

1.4 Stuart Bailey Media will only use your personal data to communicate with you regarding our services, to perform our contractual obligations with you and as necessary for accounting, managing and auditing our business operation.

1.5 We may also share this information with third party suppliers (sub-contractors) if necessary for the performance of our services and to fulfil our contractual obligations with you. Your information is protected by mutual agreements with our suppliers to ensure that the data is only used in direct relation to the service being provided.

2. DATA ACCESS AND RESPONSIBILITY

2.1 Stuart Bailey Media operates as a Sole Trader and as such only one person has access to the data being held. Stuart Bailey Media assumes sole responsibility for the management and use of the data held.

2.2 All hardware used to access data is protected by private password and/or by fingerprint recognition software.

2.3 All data held is stored securely on remote cloud storage solutions, including but not limited to Dropbox and Google Drive, or within business email accounts. All such platforms utilise encryption technologies and adhere to their own strict GDPR policies and compliancy.

2.4 Physical data (for example business cards) is stored within a secure office environment.

3. PHOTOGRAPHY AND FILMING

3.1 Images of individuals, whether in still photographs or moving image, will often be caught by the definition of personal data in the Data Protection Act 1998. In many cases consent from the individuals will need to be obtained to capture and use the images fairly and lawfully.

3.2 Stuart Bailey Media provides a form to obtain consent from an individual whose image is the focus of a recording. Data collected by this form is processed in accordance with the information provided in sections 1 and 2. In the event the individual is under 18, consent will be sought from a parent or legal guardian.

3.3 The form mentioned in 3.2 will be digitally scanned to provide a lasting record of consent and stored as outlined in section 2.3, with the physical copy destroyed.

3.4 When filming in public areas or a large group of people it is not necessary to obtain the consent of people whose image is captured incidentally.

3.5 In such cases Stuart Bailey Media will make attendees aware by, but not limited to, appropriate signage or announcement that recording will be taking place so that any individuals who wish to opt out may leave or move to an area where they will not be filmed.

4. INDIVIDUAL ACCESS AND WITHDRAWAL OF CONSENT

4.1 Individuals have the right to access their personal data, this is commonly referred to as subject access. Individuals can make a subject access request verbally or in writing by telephoning 07967 641019 or emailing enquiries@stuartbaileymedia.co.uk. We may request proof of identity to confirm that we are disclosing information to the correct individual. You will receive a response to your request within 30 days.

4.2 You have a right for your details to be deleted in accordance with the 'right to be forgotten rules'. Should you wish for your details to be deleted all previous correspondence and record of your information will be destroyed and you will receive a 'Certificate of Deletion' to serve as proof that this has been done. This will contain a Unique Reference Number relating specifically to your data.

4.3 An individual captured in an image or recording can also withdraw their consent for use, even after having signed the consent form. Once consent is withdrawn, Stuart Bailey Media cannot use the relevant images again, however it will not be possible to recall any media production or publication in which their image has already appeared.

5. DATA BREACH ACTIONS

5.1 In the event of a data breach Stuart Bailey Media is responsible for reporting the breach to the ICO (Information Commissioner's Office) and informing anyone who's data may have been affected within 72 hours.

5.2 In the event of a breach Stuart Bailey Media will identify and take the necessary action required to prevent the instance occurring in the future, to include the revision of this policy.

6. CHANGES TO THIS PRIVACY POLICY

Stuart Bailey Media will routinely review this privacy policy and has the discretion to update it at any time. We encourage clients to frequently check this document for any changes to stay informed about how we are helping to protect the personal information collected.

If you have any questions about this privacy policy, the practices of, or your dealings with Stuart Bailey Media please contact us at enquiries@stuartbaileymedia.co.uk