



SCREEN CRAFT RIGHTS MEMBERS' PRIVACY POLICY AND TREATMENT OF PERSONAL DATA:

What we need

Screen Craft Rights will be what is known as the 'Controller' of the personal data members provided to us when they joined the organisation. We only collect and retain the personal data that members provided on the Application Form. It does not include any information save that which members provide to us.

Why we need it

We need to know members' basic personal data in order to provide the analysis, allocation and distribution of royalties by Screen Craft Rights. We will not collect any personal data that we do not need in order to provide and oversee this service to members. Members can request their data be erased at any time but this will mean the member will lose the ability to receive any royalties.

What we do with it

All the personal data we hold is processed by us in the UK as are our hosting and maintenance services. No third parties have access to members' personal data unless the law allows them to do so. We have a Data Protection regime in place to oversee the effective and secure processing of members' personal data.

How long we keep it

We are required under UK law to keep the basic personal data provided by members for a minimum of 6 years after which time it may be destroyed. Members' information will be kept with us until we are notified that a member no longer wishes to receive information from Screen Craft Rights. But members must bear in mind that without this personal data we can no longer distribute royalties to them.

What are members' rights?

If at any point a member believes the information we process on them is incorrect, they may request to see this information and even have it corrected or deleted. If they wish to raise a complaint on how we have handled their personal data, they can contact the Screen Craft Rights Data Protection Officer who will investigate the matter.

If members are not satisfied with our response or believe we are processing their personal data not in accordance with the law they can complain to the Information Commissioner's Office (ICO). Our Data Protection Officer is Suzan Dormer and you can contact her at: info@screencraftrights.org