

GDPR Privacy Policy



GDPR Policy – Data Privacy Notice

This document outlines The Covid Age EU GDPR policy. It is a 'live' document and we will update it as new information becomes available.

Project Overview

The Covid Age is a small project with fewer than 5 employees. We have two main areas of interest:

- Film & media production and photography
- Art curation and exhibition

Why do we collect data?

We collect data for normal project activities:

- to complete our project activity and contractual obligation to complete pre agreed outputs
- to research stories for film development/art creation
- through documents and content supplied to us as part of our work (i.e. documents, photos or film files for review/exhibition, text for content etc)
- to share our work with contractors, contributors and the wider public
- as part of our own due diligence to comply with our public liability and indemnity insurance.

We do not sell or trade data or pass on data to third parties without the specific written permission of the data supplier. For example, if we are asked to recommend a colleague for a job etc.

We will share data if required to do so by law (e.g. by the police or as part of a legal process) or if we have significant safeguarding concerns.

How do we collect data?

- Introductions and recommendations
- Website submissions & social media
- E-mail contact
- Contact information in the public domain (ie. Google searches)

What data do we collect?

Contributor information: contact names, email, contact number, web addresses, social media information, submitted content (ie. digital film clips, photographs, written prose)

Organisations/Groups: contact names, job titles, addresses, email, contact number, web addresses, social media information,

We do not collect sensitive personal data (health, sexual orientation, dates of birth, school/college info etc) unless this is required for a particular element of the project.

How do we store data?

Our contact lists are stored in Apple iOS (Mail & Contacts) and Gmail/Hotmail address books. All of our computers and devices are password-protected with antivirus software installed.

We also have contributor and organisational contact information on internal spreadsheets that are kept on a password protected device and sometimes shared between staff via email.

Software

We do not use facial recognition software.

We use some software as part of our workflows that stores data and metadata including:

- *Adobe Photoshop/Illustrator* – for photography/art
- *Avid* – film editing software

We understand that data stored on these systems cannot be deleted for legal reasons including the following:

- Public liability and indemnity insurance purposes.
- We need to be able to defend our work and back reference projects in case of legal challenge.
- Data (including film footage and archive material) may be required in future productions
- Compliance for TV/film journalism.
- Accounting
- It is a requirement that all invoices and company paperwork should be retained for 7 years for HMRC VAT purposes and longer for income tax purposes.

Anyone contributing to The Covid Age will be asked to complete a contributor consent form and this will cover data protection and rights. These contributor forms will be kept indefinitely or for as long as the project and associated work remains active.

Data management & viewing your data

We regularly update our contact lists and delete old & irrelevant contacts.

If you wish to be removed from our contact list please send us an e-mail to thecovidageproject@gmail.com

If you require further information please contact Danielle Giddins at thecovidageproject@gmail.com