

Locations Owner

What personal information do we collect about you?

We may collect, store and use the following kinds of personal information about you:

- information about your computer and about your visits to and use of this website including your IP address, browser type and version, operating system, referral source, length of visit, page views and how you navigate our website;
- information that you provide to us when registering your property/location through the Locations Owner website page including your name, email address, postal address, phone number, location(s) address, photos of the property/location(s);
- information that you provide to us when making an enquiry or that is generated in the course of the use of the service including the timing, frequency and pattern of service use; and
- information contained in or relating to any communication that you send to us or send through our website including the communication content and metadata associated with the communication.

What are our purposes for using and handling your personal information?

We will use the personal information that you provide to us through our website to:

- administer our website and carry out our functions as a Scottish public authority;
- personalise your experience of using our website;
- allow you to use the Locations Owner service available on our website;
- disclose your contact information and property/location information to third parties in the Film/TV industry who express an interest in your property / location e.g. Location Managers, Scouts etc.;
- publish selected photos of your property/location on our website;
- review and ensure your contact information and property/location details you have provided remain accurate and up to date;
- send you Locations related information which will include latest news, events and other information (you can unsubscribe from receiving such information from us at any time);
- deal with any enquiries and complaints made by you;
- create statistical information for reporting purposes (these statistics do not identify Locations Owners);
- keep our website secure and prevent fraud; and
- to respond to requests for information received by CS from the media otherwise than under Access to Information Laws.

Who do we share your personal information with?

We may share your personal information with third parties from the Film/TV industry, our insurers, professional advisers, agents, suppliers or subcontractors if we need to for any of the above purposes.

We may also share your personal information:

- where the law requires us to;
- for any court proceedings in which we are involved;
- to protect our legal rights; and
- for the purposes of fraud prevention.

What is our legal basis for handling and using your personal information?

Data Protection Laws require us to have a legal reason for handling and using your personal information. Our legal reasons for handling and using your personal information are the following:

- carry out our tasks in the public interest or in the exercise of our official authority as a Controller (**public function**);
- to comply with a **legal obligation**; and
- by providing any personal information to us when communicating through our website services (e.g. enquiries), registering to receive Locations related information which will include latest news, events and other information and accepting cookies, you give your **consent** for us to handle and use your personal information for the above purposes. Your consent will be our legal reason for the purposes of complying with the Data Protection Laws.

What will happen if you do not provide the information CS requires

CS will be unable to provide a Locations Owner service.

How long will we keep your personal information?

We will retain your personal information for as long as you wish to continue to receive a Locations Owner service from us. If you no longer wish to use the Locations Owner service you can unsubscribe at any time.

We will keep enquiry communications (received via email(s) and/or online contact form) containing personal information:

- where the law requires us to and in line with our retention arrangements;
- if the personal information is relevant to any court proceedings in which we are involved;
- to protect our legal rights; and
- for the purposes of fraud and credit risk prevention.

See the full Locations Website Privacy Notice here:

<https://www.screen.scot/film-in-scotland/screen-commission/image-library/locations-website/locations-website-privacy-notice>