

## Locations Scouts

### 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 to use the Locations service including your name, email address, phone number, IMDB and/or LinkedIn information;
- information that you provide to us when registering on the Locations website, 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 service available on our website;
- 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;
- 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 our 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:

- if you are 12 years of age and above, by providing any personal information to us when communicating through our website services (e.g. enquiries), registering to receive Locations related 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.

If you are under the age of 12 years, you will need ask your parent(s) or guardian(s) to register and / or communicate through our website on your behalf or for them to provide us with their consent for you to communicate with us through our website.

If you provide us with personal information relating to a person of 12 years of age and above, you confirm that you have informed them of our identity, the content of this Privacy Notice and that they have provided their consent to their personal information being handled and used by us for the above purposes.

If the other person whose personal information you provide to us is below 12 years of age, we will require verifiable parental consent before we will handle and use such personal information about that person.

In both of these circumstances, that person's consent or parental consent, as the case may be, 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 you with a Locations service.

## How long will we keep your personal information?

We will keep mailing list personal information for as long as you wish to continue to receive information from us. If you no longer wish to receive information from us you can unsubscribe from communications at any time.

We hope you continue to enjoy receiving the information we send you. However, if you have not accessed any of our emails for a period of one year, we will remove your details from our mailing list(s).

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>