



## GDPR POLICY 2019

### PRIVACY POLICY

We are committed to maintaining the trust and confidence of our visitors to our web site. We do not sell, rent or trade email lists with other companies and businesses for marketing purposes. Our focus is on creating content and facilitating our clients. In this Privacy Policy there is information on when and why we collect your personal information, how we use it, the limited conditions under which we may disclose it to others and how we keep it secure.

#### Types of Data we collect:

##### Images and Footage

We record and store photos and video footage, this often includes individual people and groups. We will always inform people they are being filmed and we will respect the wishes of anyone who asks us not to use footage that features them. The content is all stored in secure servers in the Bouche offices.

##### Cookies

We do not collect cookies.

##### Google Analytics

When someone visits our site [www.bouchemedia.com](http://www.bouchemedia.com), we use a third party service, Google Analytics, to collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site. This information is only processed in a way, which does not identify anyone. We do not make, and do not allow Google to make, any attempt to find out the identities of those visiting our website.

##### Mailing Lists

We use a third-party provider, MailChimp, to deliver newsletters. We gather statistics around email opening and clicks using industry standard technologies to help us monitor and improve our e-newsletter. For more information, please see MailChimp's [privacy notice](#). You can unsubscribe to



general mailings clicking the unsubscribe link at the bottom of any of our emails or by emailing: [nick@bouchemedia.com](mailto:nick@bouchemedia.com)

### **Storing information and Third Parties**

As a rule, we do not share any collected personal data with third parties. If you contact us via our contact form or directly on an email address, your information will be housed within our email client. We use the Google tools found as part of [G-Suite](#). You can also find out all about Google's own privacy policies [here](#) and [here](#). If your personal information becomes vital to a production and your information needs to be on a production call sheet, this will only be shared with other individuals who are specifically linked to the production.

### **Access to your personal Data**

You are entitled to view, amend, or delete the personal information that we hold. Email your request to our data protection officer: Nick Coombes, [nick@bouchemedia.com](mailto:nick@bouchemedia.com)

### **Changes to this privacy notice**

We review our Privacy Policy annually or at such a time when the law requires us to. This Policy was reviewed on 15/02/2019 and will be reviewed and updated where applicable on 15/02/2020.

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