



## Privacy Notice:

### EIFF Youth 2021: EIFF Youth New Visions Short Film Competition

Centre for the Moving Image (CMI), is a registered charity, which incorporates Filmhouse, Belmont Filmhouse and Edinburgh International Film Festival (including EIFF Youth).

This Privacy Notice explains what personal information we collect and what happens to it.

Centre for the Moving Image (CMI) is committed to protecting and safeguarding your (or your child's) personal data. We are responsible for handling the personal data you provide about you (or your child), including your/ your child's contribution, in accordance with EU General Data Protection Regulation 2018 (GDPR).

#### Children as contributors

If you are the parent, carer or guardian of a child 16 years old or under and they are the contributor, please make sure that you explain to them what will happen to their personal data. As the EIFF Youth New Visions Short Film Competition is judged in age categories, it is important that we obtain your written consent for your child to participate in the project and also for CMI to use the recordings they submit. If you have concerns about your child's personal data that we have collected and how it will be used, please contact us at [education@cmi-scotland.co.uk](mailto:education@cmi-scotland.co.uk)

#### Why CMI is collecting & processing the data

CMI is collecting and processing data about you (or your child) as part of the submissions process for the EIFF Youth New Visions Short Film Competition. This is an annual short film competition, where shortlisted films are shown to the public in a celebratory screening event.

The submissions forms, the monitoring form and the digital images and recordings are the personal data that CMI will collect and process.



## **The lawful basis for processing the personal data**

We collect and process the personal data of you (or your child) using the following legal bases:

### **Consent**

As the Competition involves receiving, watching, storing and publicly screening recordings made by you (or your child) it's important that we obtain your written consent for you/your child to participate in the Competition and also for CMI to use the recordings.

### **Legitimate interest**

CMI has a legitimate interest in the publication and exhibition of you/your child's contribution as artistic, educational and archival material. We consider that, on balance, this processing is not disproportionate to your rights and freedoms and any impact this processing may have on you (or your child).

We intend to retain filmed content for a period of 12 months from end of August 2021, along with the submission forms and monitoring form, unless a legitimate request is made to withdraw consent.

To make a request to withdraw consent please contact [education@cmi-scotland.co.uk](mailto:education@cmi-scotland.co.uk).

### **What we do with the data**

We take every precaution to protect your information. All paper data is kept securely and digital images and moving images are stored by us on a server in a secure environment. Only employees and approved data processors we may appoint from time to time and who need the information to perform a specific job are granted access to personally identifiable information.

We collect only the personal data required to deliver this project: name, age, full address, and contact email and telephone number. This data, along with data from the monitoring form is anonymised and shared only with the project funders - Creative Scotland, the City of Edinburgh Council, and Baillie Gifford.

CMI is committed to protecting personal data and adheres strictly to the principles outlined in the Data Protection Act 1998 and The General Data Protection Regulation (EU) 2016/679.

### **How long we keep the data for**

#### **Recordings & submitted forms:**

We intend to retain filmed content for a period of 12 months from end of August 2021, along with the submission forms and monitoring form, unless a legitimate request is made to withdraw consent.

To discuss withdrawing consent for a filmmaking project please contact [education@cmi-scotland.co.uk](mailto:education@cmi-scotland.co.uk).

## Photography

We secure written consent from a parent or legal guardian to take and use images of children and young people under the age of 16.

We will only use images that we have consent to use. Images may be used in a range of CMI communications and, on occasion, by our funders and partners as outlined above.

Individuals have the right to withdraw their consent at any time. Individuals wishing to withdraw consent for photography should contact [education@cmi-scotland.co.uk](mailto:education@cmi-scotland.co.uk).

We will store photographic images for a period of 4 years (unless consent is withdrawn) and then securely delete the image file. Individuals have the right to request that images are deleted at any time and should contact [education@cmi-scotland.co.uk](mailto:education@cmi-scotland.co.uk) to do so.

## Your rights

If you want to see what information we hold, object to processing, request rectification/ erasure/ withdrawal of consent, data portability or submit a Subject Access Request, please contact CMI's Data Controller, Dougie Cameron, on [Dougie.Cameron@cmi-scotland.co.uk](mailto:Dougie.Cameron@cmi-scotland.co.uk).

## Making a complaint

If you wish to make a complaint about how CMI has managed your personal information, please contact our Data Controller, Dougie Cameron, who is responsible for overseeing questions in relation to this Privacy Notice. He can be contacted at [Dougie.Cameron@cmi-scotland.co.uk](mailto:Dougie.Cameron@cmi-scotland.co.uk)

We will respond to all complaints within 30 working days. If you are not satisfied with our response, then you have the right to report the complaint to the Information Commissioners Office (ICO) at <http://www.ico.org.uk/concerns>.

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