



## PRIVACY POLICY

Northern Ireland Screen is committed to safeguarding the privacy of its users and takes the privacy of its users very seriously. This Privacy Policy outlines how your personal information will be used. Northern Ireland Screen undertakes periodic reviews of all security and privacy policies. Please check this page to see our most up-to-date policy.

### **The information collected by Northern Ireland Screen**

We may collect personal information from you from the following sources: website, telephone conversations, e-mails, applications forms, mailing lists, written communications and business cards. From time to time we may use this information to provide you with information about our services or to process any application you make. For example, we may keep a record of your name, e-mail address, address and telephone number and the nature of that communication.

Please let us know either by e-mail or by writing to us at the address below if any of your personal information changes or is inaccurate, so that we may keep our records up to date.

Northern Ireland Screen is registered under the Data Protection Act 1998.  
Our registration number is Z1213023

### **How we use your information**

Any personal data relating to you will be used and recorded by us in accordance with current Data Protection Legislation and this Privacy Policy. We may use your personal information to process any order or request for information, process any application you make or to comply with any statutory function or legal obligation. We will also use the information we hold to communicate with you, for example when processing applications, for supplying information to you, for record keeping purposes, in aggregate for market research and to improve the quality of our service.

### **Disclosure of your information**

We may disclose your information to other organisations that provide our funding. These include the Department for Communities (formerly Department of Culture, Arts and Leisure), Department for the Economy, Invest Northern Ireland, the Arts Council and DCMS through BFI. The information we provide to them will be for statistical or report purposes, or to fulfil our legal obligations.



### **Cookies**

In common with many other website operators, we may use standard technology called 'cookies' on this site. Cookies are small pieces of information that are stored by your browser on your computer's hard drive. The information generated by the cookie about your use of the website (including your IP address) will enable us to increase the speed at which we can download information for you. Most browsers automatically accept cookies, but you can usually change your browser to prevent cookies being stored, however if you do turn cookies off this may limit the service that we are able to provide to you.

### **Security**

We take the security of your Information seriously. We restrict access to your personal data to those employees, and third parties who need to know that information to provide our services to you. We maintain physical, electronic and procedural safeguards to protect your personal data. Please note that while this website contains links to other websites, we are only responsible for the privacy practices on this site.

### **Your right to access your personal information**

You have the right to access personal information we hold about you. Depending on the nature of the request we may charge a small fee (£10) towards the cost of administering any request you make.

### **Contact us**

If you would like any further information or have any comments about our privacy policy or any other aspect of our website or service, please contact the Director of Finance and Corporate Services by either of the methods shown below:

Email: [Linda@northernirelandscreen.co.uk](mailto:Linda@northernirelandscreen.co.uk)

Mail:

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