



Privacy Policy GDPR

This privacy policy sets out how Reels Up Productions uses and protects any information with which you provide us.

Reels Up Productions is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you and/or your children can be identified then you can be assured that it will only be used in accordance with this privacy statement.

We will not sell, distribute or lease your personal information to any third parties at any time.

This policy is effective from 12 March 2024 and will be renewed on 12 March 2025.

Who We Are

REELS UP PRODUCTIONS Limited (company number: 15420780) is a professional film production.

Across our two company arms, we work with professionals, clients and young people in the search for, and telling of, unique cinematic stories. In our creatives arm of the business we work with children from nine to eighteen years old guiding them through filmmaking and all the ins and outs of film production.

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You can contact us via our website, contact@reelsup.co.uk

What we collect

We may collect the following information:

- Personal and Contact Information (for example, name(s) of student(s) and name(s) of parent/guardian(s) and/or next of kin, home address, email and phone numbers)
- Demographic information such as, age/date of birth, postcode, preferences and interests
- Information relating to your child's education, specifically how and where they are educated and any special educational needs they may have
- Medical information, specifically, allergies, details of injuries and physiological limitations

What we do with the information we gather

We require this information to understand yours and your children's needs; to enrol you and/or your children for classes.

More specifically we require your data for the following reasons:

- Internal record keeping
- Finance administration, including sending invoices, reminders, statements and receipts
- Evaluation and improvement of our products and services
- Lesson planning to ensure good, safe and effective practice
- Notification of pertinent opportunities for you and/or your children to participate in enrichment workshops, festivals, shows and competitions and to promote special offers and/or other information, which we think you may find interesting and relevant
- To obtain performance licenses and/or exemptions from licensing to enable you and/or your children to partake in performances. For this purpose it is necessary to share your data with the relevant local authority

Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect.

Controlling your personal information

You may choose to restrict the collection or use of your personal information, specifically:

- You can choose whether or not you wish to receive information promoting products and/opportunities additional to those for which you and/or your children are enrolled
- If you have previously agreed to us using your personal information to advise you of additional opportunities you may change your mind at any time by contacting us

- **We will keep your data for as long as you and/or your children remain active students of Reels Up Creatives. If you advise us, in writing, that you and/or your children wish to leave Reels up Productions we will immediately delete any information we hold about you unless you specifically request otherwise or we believe the information may be relevant to any ongoing or prospective legal proceedings**
- **Under the GDPR you have the right to request to view, amend and delete the information we have about you and/or your children at any time, just contact us and we will process your request**
- **If you believe that any information we are holding about you and/or your children is incorrect or incomplete please contact us as soon as possible. We will promptly correct any information found to be inaccurate**

This policy was created on the 12th of March 2024

By Jenny Berrisford and Tom Doona