

Ceres Productions Ltd - Data protection policy

Goal of the data protection policy

The goal of our data protection policy is to depict our legal data protection aspects in one summarising document. It can also be used as the basis for statutory data protection inspections, e.g. by our customers, clients, or local official data protection agency. This is not only to ensure compliance with the European General Data Protection Regulation (GDPR) but also to provide proof of compliance.

Preamble

Ceres Productions Ltd is a video production company that serves its clients through filming and editing material that is either provided to them as the raw output or as an edited video. We are therefore responsible for filming and conducting interviews with people who provide their consent to being filmed and provide information requested of them of their own volition. That information is recorded and for a time stored on external hard drives for the purposes of editing that material and potentially storing it for the client for later use.

Security policy and responsibilities in the company

- Managing Director, Ryan Nicol, is solely responsible for collation, storage and distribution of this material, which is all done solely with the client's consent.
- No material is disseminated without the original client's consent. The original client, in effect, has sole ownership rights over that material and its dissemination.
- All professional emails are dealt with as private. No email, nor email chain, is forwarded on or incorporated into a group email without the original mailer's consent.
- No personal or professional details of any client are disseminated to any third party without the client's consent.

Practical steps taken to ensure compliance

- All video content is held on secure external drives, separate from any cloud-based system or accessible by third parties.
- Data is held for only so long as the client wishes it to be held.
- Any computer or hard drive that is disposed of is made inoperable to ensure that data cannot be retrieved at a later date.

Signed: Ryan Nicol
Managing Director
Ceres Productions Ltd