

## SHOOTCASE PRIVACY POLICY

The protection of your personal data is of the utmost importance to us at ShootCase, so please read below to see exactly how we go about handling your personal data when you visit our website or when you, or a Production Company you work with, make use of the services we offer.

The information below reflects your right to be informed about the uses of your personal data under data protection laws, notably the General Data Protection Regulation (EU 2016/679) ("GDPR") and national laws supplementing GDPR including, in the UK, the Data Protection Act 2018.

### 1. Who are ShootCase?

We are ShootCase Limited, a company registered in England under number 11692105.

Our registered office is at 4 Mixbury Grove, Weybridge, United Kingdom KT13 0EH.

We provide a hosted software platform that helps TV production companies securely manage the information they need to collect and process when running production projects. For the purposes of data protection laws, the production company is the "controller" of the personal data added to the ShootCase platform at [www.ShootCase.tv](http://www.ShootCase.tv), and ShootCase is the "processor" of that data. This is because, although we provide the platform and the templates that are used to manage information about individuals involved in the production, it is the authorized users of ShootCase at the production company that determine what personal data will be added to ShootCase and how they will use it. If we use the data for analytics or other purposes determined by us, ShootCase will be the controller of the personal data for those purposes.

If you have any questions then please get in touch by writing to us at the above address or via email at [hello@shootcase.tv](mailto:hello@shootcase.tv).

### 2. How will your information be used?

From time to time, ShootCase or the service providers we work with may use your information in the following ways:

- To allow you or your Company to register for ShootCase's services (this includes processing of your personal data by Amazon Web Services, which is the service provider hosting the ShootCase platform)
- If you are a Production Company, to lodge your billing details with our payments processing partner Stripe Payments UK Ltd, so that we can bill you for the use of ShootCase each month
- If you are an individual, we will use contact details provided to us to enable Production Companies to invite you to work with them and subsequently send you their Production artefacts such as Call Sheets, Risk Assessments, Risk Amendments. We will also process any information about you that is included in these or other documents when completed by Production Company staff and uploaded to ShootCase.
- We will use your email account as your credentials for the duration of your use of ShootCase. We may use this to analyse how you use ShootCase and the effectiveness of our marketing channels, website and App.
- We will keep track of the devices you use to access ShootCase so we can link these devices to your account - for example if you use ShootCase on your tablet, mobile or desktop.

- We will try to understand your behaviour so we can best target the information, offers, surveys and online advertisements which we believe will be of the most interest to you, provided we have obtained your consent where required by GDPR or other data protection laws.

We use cookies that are stored by your internet browser or within Apps on your device using device identifiers. You can find out more about this in our [Cookie Policy](#). We may work with third parties representing other brands to advertise products, which we think may be of interest to you. Your information will never be shared with these third parties or brands. If you do not want to receive advertisements, please see the 'Your choices and rights' section of this policy and the [Cookie Policy](#).

### **3. What categories of personal data do we process?**

Through your use of ShootCase, we will collect and use information about you. This information includes:

- your registration details;
- information about you that is provided by you, or by Production Company staff, through your or their completion of the ShootCase document templates (e.g. if you have been included in a Call Sheet or information about your health included in a Risk Assessment);
- information about your use of ShootCase, and other information that you give us or that we collect, including your use of internet and connected devices.

### **4. The legal basis for processing personal data**

Our Production Company clients, as controllers of the data they upload to ShootCase, will determine their legal basis for adding data to our platform. For example, that they have a legitimate interest in efficiently collating, managing and recording administrative, regulatory and project management information relating to a production. Where we are a controller of personal data collected via ShootCase, we process this data based on the following legal bases identified in GDPR:

- where our use of your information is necessary for us to perform the contract or contracts that we have with you. These contracts include the terms and conditions of our Website., App and any other agreements which we enter into with you from time to time;
- where our use of your information is necessary for the purposes of our legitimate interests or the legitimate interests of companies registered with ShootCase and we have made sure that your information, and your rights in relation to that information, are protected. For example, we may rely on this legal basis if we and/or the companies registered with ShootCase use your information to understand and improve our (or their) products or services, to help find out what information, products and services are most likely to interest you, to send or show you information, offers, and online advertisements for these products or services, or to ensure that ShootCase is being used in accordance with the law and the terms and conditions that apply to the ShootCase package selected;
- where we believe it is necessary to use your information to comply with a legal obligation to which we are subject; and
- where we have your consent. We will rely on your consent to:

- i. collect technical information such as data from certain cookies and similar technologies as we describe in our [Cookie Policy](#);
- ii. collect device identifiers from your devices, provided you have given consent to the App provider, your mobile phone provider, or via the device settings;
- iii. use information about your location that we get from these technologies and the app to show you advertisements and offers which we think you may be interested in; and
- iv. use your information for marketing to you by email, text message and other methods of electronic communication from time to time in accordance with your data choices.

Where we rely on consent to use your information, you have the right to withdraw that consent at any time.

## **5. Third parties we disclose personal data to**

ShootCase is both a product and an ecosystem in which we help people find each other so we will share your information with Production Companies and Individuals registered to use ShootCase. We may also share your information with:

- other organisations and service providers that we work with or partner with from time to time including, for example: third party websites, analytics providers and advertising and media companies to enable them to show you opportunities, adverts or offers which may be of interest to you, including online, and mailing houses, so that we can send you information or offers (subject to any consents we may be required to obtain from you for certain marketing activities);
- our professional advisors;
- any law enforcement agency, court, regulator, government authority or other third party where we believe this is necessary to comply with a legal or regulatory obligation, or otherwise to protect our rights or the rights of any third party; and
- any third party that purchases, or to which we transfer, all or substantially all of our assets and business. Should such a sale or transfer occur, we will use reasonable efforts to try to ensure that the entity to which we transfer your information uses it in a manner that is consistent with this policy.

In addition to the above, we use Amazon Web Services to host the ShootCase platform. AWS are a sub-processor of data uploaded to the ShootCase platform, and we have a robust set of terms and conditions in place with AWS for the protection of data held in our platform.

## **6. Transfers of the personal data outside the European Economic Area ("EEA")**

Your personal information may be transferred internationally. Sometimes we will need to transfer your information out of the United Kingdom, for example, we may host data in another country in order to improve the performance of our solutions or to maximise system resilience or data redundancy. Countries to which we transfer information may have different standards to control how your information is used and protected and these standards may not be as strict as those in place in the United Kingdom. If we transfer your information to a country which does not have data protection laws which offer an adequate level of protection for your information, we will make sure that the organisation which receives your information puts in place appropriate safeguards to protect your information.

Where we put in place appropriate safeguards to protect your information which we transfer, the safeguards may include securing additional legal agreements to protect your information. You can obtain a copy of these agreements by contacting us using the contact details set out above.

Production Company staff using ShootCase may access the data held on ShootCase from a location outside the EEA, or export data from ShootCase to recipients outside the EEA, but must comply with their GDPR obligations in doing so.

## **7. How long we retain personal data**

We will keep your information for as long as is necessary for us to fulfil the purposes that we describe in this policy. As a general rule, however, we will keep:

- the information you provide when you register with ShootCase, together with any updates you make to that information, for the duration of your ShootCase membership
- the information we collect about you and your use of ShootCase for the duration of your ShootCase membership or, in some cases less time, based on the reason for holding such information and whether such information remains current; for example the cookies we use for third party advertising (as set out in the Cookie Policy) are held for no longer than 12 months

If you do not use ShootCase for a period of 12 months we may deem you to be inactive and suspend or close your account. Your information will be kept and securely stored anonymously for a further period of 12 months after you are deemed to be inactive, following which we will ensure that your personal data is no longer retained.

## **8. Your right to lodge a complaint with a supervisory authority**

You have a number of rights in relation to your information and can make a number of choices about how we collect and use it. For example, you can decide not to receive marketing material from us, tell us how you want to receive marketing communications from us, and object to some of the ways in which we use your information.

You can click on “Profile” on the ShootCase website to:

- access and update the contact and personal details we hold about you including your password and pin
- If you are a Production Company, you can access your Billing details and update your payment card, upgrade or change your subscription details, and see your billing history
- opt-out of receiving marketing communications to your device and/or by telephone including calls to your mobile or other number, SMS, and email from us;
- opt-out of receiving postal marketing communications from us and companies participating in ShootCase;
- find out how to opt out if you do not want your information to be shared (in the form of cookies or similar technologies) with third party websites that we may work with from time to time so that those third party websites can show you adverts or offers that may interest you online.

To find out more about how to control or refuse the use of cookies on our website (including the cookies that we use to serve you adverts relevant to you on our website and elsewhere online and the cookies used to identify and link the devices you use online to you) please see our [Cookie Policy](#);

You can contact us using the details below to:

- request access to your information (although most personal data will be located in the Profile area of the account (<https://shootcase.tv/profile>))
- ask that we update, complete or correct your information if you are unable to do so in the Profile area of your account (<https://shootcase.tv/profile>)

- ask that we erase or restrict our use of your information;
- request that we provide your information to you in a commonly used electronic format and to have that information transmitted directly to another organisation (this is known as the right to 'data portability'); and/or
- object to our, or companies registered with ShootCase, using your information in certain circumstances – for example, to see how you use ShootCase, our website and App, and to understand your behaviour and identify and link devices you use to you.

If you are concerned about how your information is used, or have any questions, please contact us via email at [hello@shootcase.tv](mailto:hello@shootcase.tv). Alternatively, you have a right to complain to the Information Commissioner's Office.