

## **PRIVACY POLICY**

### **Who are we**

Any reference to “we”, “us” and “our” is to Southampton Film Expo Ltd, whose registered office is 11 Bassett Meadow, Bassett, Southampton, SO16 7DY.

### **Your consent**

By using our website, you consent to our privacy policy.

### **What information do we collect?**

We or our third parties collect information from you from social media and/or interactive applications, audio visual content, text, photographs, forums, advertising and other services which we may offer via the website, when you register on our website, fill out a form or enter our prize draws or competitions.

When registering on our website or entering our prize draws/competitions, as appropriate, we may collect:

- your name, e-mail address, date of birth, post code, home address and telephone number and payment details;
- information about your use of our website including but not limited to details of your internet protocol (IP) address, operating system, browser version, cookie details, the content you viewed on our website, how long you stayed, which website pages you viewed, and your navigation around our website;
- location data from your IP address or by accessing global positioning functionality on your device (e.g. GPS). We may use this so that we can “geo-block” or regionalise the website to prevent you from accessing it from outside the United Kingdom (where applicable); and
- other data from time to time to help us provide you with improved products and services – for example when we ask you to fill in a survey or questionnaire.

### **What do we use your information for?**

Any of the information we collect from you may be used in one of the following ways:

- To personalize your experience (your information helps us to better respond to your individual needs)
- To improve our website (we continually strive to improve our website offerings based on the information and feedback we receive from you)
- To process payments and transactions
- To send periodic emails.
- For information and updates pertaining to your order, in addition to receiving occasional company news, updates, related product or service information, etc.
- To administer the purchase of tickets, a prize draw, promotion, event updates, survey or other website feature.
- To protect the security of our company, employees, our customers, third parties and/or our/their property (including any events you may attend and our websites) as permitted by law.
- As required by legal or government laws and regulations including to protect or enforce our rights or the rights of any third party, or in the detection and prevention of fraud (including credit card fraud and fraud for purchases of tickets, a Prize Draw or Competition or at an event) and other crimes.

Note: If at any time you wish to unsubscribe from receiving future emails, we include detailed unsubscribe instructions at the bottom of each email newsletter.

### **Is the data secure?**

Unfortunately, the transmission of information via the internet is not completely secure. Any transmission is therefore at your own risk. Once we have received your data, we will use strict procedures and security features to try to prevent unauthorised access. We use PayPal (<https://www.paypal.com/uk/webapps/mpp/ua/privacy-full>) for all payment transaction and they are PCI DSS compliant. For marketing and data collection we use Mailchimp (<http://mailchimp.com/legal/>) who use SSL encryption. However, we or our third parties cannot guarantee that any information you submit to us will be free from unauthorized third party intrusion. Where we or our third parties have given you (or where you have chosen) a password which enables you to access certain parts of our website, you are responsible for keeping this password confidential. We ask you not to share the password with anyone.

### **What are Cookies and do we use cookies?**

Cookies are small files of letters and numbers. These files are either stored in the memory of your computer or other device such as mobile phones or tablet devices (these cookies are generally known as session cookies) or are placed on the hard drive of your device (generally known as persistent cookies).

Cookies are created when you visit a website or other service that uses cookies. Cookies help us to improve our website and to deliver a better and more personalised service, for instance by storing information about your preferences and allowing us to recognise you when you return to our website. This information is generally used to make content, services and advertising more relevant and useful during future visits to our website.

You can still use our website without cookies but it will reduce your browsing experience. If you have switched off cookies then some of the functionality of our website may not be available to you. Please visit [www.aboutcookies.org](http://www.aboutcookies.org) about cookies and details of how to delete and disable cookies.

### **Do we disclose any information to outside parties?**

We do not sell, trade or otherwise transfer to outside parties your personal information. This does not include trusted third parties who assist us in operating our website such as MailChimp and PayPal, third parties conducting our business, or third parties servicing you, so long as those third parties agree to keep this information confidential. We may also release information when we believe release is appropriate to comply with the law, enforce our website policies, or protect ours or others rights, property or safety. However, non-personal identifiable visitor information may be provided to other parties for marketing, advertising, or other uses.

The data that we collect may be transferred to, and stored at, a destination outside the European Economic Area ("EEA"), for instance if any of our servers from time to time are located outside the EEA or if one of our service providers or suppliers is located in a country outside the EEA or if data is shared (in accordance with the safe harbour laws <http://www.export.gov/safeharbor/>). Where any of those destinations are countries that do not have data protection laws as stringent as those to which we are subject, we will take all steps necessary to ensure that your data is only transferred lawfully out of the EEA, and used in accordance with this Privacy Policy.

### **What about Third Party website links**

Occasionally, at our discretion, we may include or offer third party products or services on our website. These third party websites have separate and independent privacy policies and terms and conditions. We therefore have no responsibility or liability for the content and activities of these third party linked websites. Nonetheless, we seek to protect the integrity of our website and welcome feedback about these websites.

### **How do I get my data?**

You can opt out of receiving any further messages from us or anyone with whom we share your data (as described above) at any time by following the unsubscribe instructions at the bottom of the mailing news letter. You have a right to access the personal data we hold about you. To obtain a copy of the personal information we hold about you, please write to us at our registered address provided at the beginning of this privacy policy. There will a chargeable Admin Fee of ten pounds (£10) for this service which includes the postage back to your home address. We will endeavour to reply and send you the information requested within thirty (30) days of receipt of notification from you.

### **What if you change your Privacy Policy?**

If we decide to change our privacy policy, we will post these changes on this page.

This policy was last modified on 17 September, 2015.

### **Terms and Conditions**

Please also visit our Terms and Conditions section establishing the use, disclaimer, and limitations of liability governing the use of our website at [Film Expo South Terms and Conditions](#)