

# Privacy Policy

## Who we are

Hi, Im Mike Roberts, a Film Maker, Camera Operator, Editor, and the owner of Mike Roberts Films  
Address: 1 Rushy View, Newton le Willows, Merseyside, WA12 9FG  
Website Address: [www.mikerobertsfilm.co.uk](http://www.mikerobertsfilm.co.uk)  
Email: [info@mikerobertsfilms.co.uk](mailto:info@mikerobertsfilms.co.uk)

## What personal data we collect and why we collect it

We collect data before, during and after you book to use any of our services. When you fill out any of our forms you will be asked for information such as, Name, Contact details, Address, Information and Dates of your Wedding Day, any other relevant information relating to your wedding day. This is to help me contact and arrange plans for your Film.

If you contact us via social media, direct message, email, text us for any reason your messages are stored on our systems for reference to help me provide you with a better service.

## How is it collected

Your data is collected via enquiries, social media messages, direct messages, email, meetings, phone call received from you. The majority of the data is to support a service that you or someone has booked us for.

## Who we share your data with

We take your privacy very seriously.

We use an online database called [www.cognitiforms.com](http://www.cognitiforms.com) to take our bookings. When you enquire, book this is all done through this service.

I also print out data for use during meetings, shoot days & a hard copy backup. These are either stored for administration purposes and shredded when it is no longer needed.

## How long we retain your data

Most data we collect is retained indefinitely. This is to allow us to provide a better service to you as a customer in the event that you contact us again in the future. If you submit an enquiry, leave a comment, email, text, call, your information and its metadata are retained indefinitely. This is so we can reference back to the information to support its purpose.

We are also legally obliged to store some data for a minimum amount of time, for example sale order records, payment records etc.

## What rights you have over your data

Following the guidelines of GDPR, as an individual you have; the right to be informed, the right of access, the right to erasure (cooling off period to be arranged), A right to rectification, A right to object. (This does not include any data we are obliged to keep for administrative, legal, or security purposes).

You and your guests have the right to not be featured on our website. If any of your guests contact me and ask to be removed, your film may be amended or removed from the website.

If you have any further questions about data we hold about you, please feel free to contact us.

## How this will affect you

Your data is collected and stored in a way that should have no negative effect on you. If you have any further questions on on this please let in touch.

Mike