



Privacy Notice – Photographic and Video Images

The Trust uses photographs and videos in its publications and social media channels, and for other promotional purposes. This notice provides details of what information we collect from you, what we do with it, and who it might be shared with.

Identity and contact details of the controller and the data protection officer

Falkirk Community Trust (the Trust) is the data controller. You can contact the data protection officer at:

*Data Protection Officer
Falkirk Community Trust
Suite 1A
The Falkirk Stadium
4 Stadium way
Falkirk
FK2 9EE*

dpo@falkirkcommunitytrust.org

Why do we collect this information?

The information is being collected for the following purpose:

1. For publicity and promotional purposes to support the delivery of Trust services.

The legal basis each purpose is set out below:

Legal basis	Purpose
Consent	1
Performance of a contract	
Legal obligation	
Vital interests	
Task carried out in the public interest	
Legitimate interests	

What information do we collect about you?

We collect your images, either in photographic or video format.

Where do we collect information from?

We collect the images from you.

Who might we share your information with?

Images may be issued to media outlets, and be available to view on our websites and social media pages and platforms. These images may appear in any of the following formats, but this is not an exhaustive list:

- Paper publications

- Photographs
- Videos
- Webcams
- The internet
- Multi-media messaging service (MMS) mobile phones

Falkirk Council established the Trust in 2011 and the Trust carries out services on behalf of Falkirk Council. We may share your information with Falkirk Council. They are our information governance, legal, health & safety, financial, IT, child protection, insurance advisers, and the owners of the sites we manage, and their environmental health unit are our enforcing authority for health & safety.

The Trust has a duty to protect public funds. We may check your information within the Trust and with Falkirk Council for verification purposes and/or for the prevention of fraud. We may share your information with other organisations where we are required to do so for the purposes of the prevention or detection of crime.

Will we send your information outwith the UK?

We do not transfer the original images outwith the UK. However, once published, we have limited control over images.

How long do we keep hold of your information?

We keep your images for 4 years from the date you give consent to its use. The images will be securely destroyed after 4 years, or we will contact you to seek further consent to hold the images for longer.

What are my rights in relation to the information held about me?

You have the following rights:

- To see any information held about you by making a [subject access request](#).
- To withdraw consent at any time, where the legal basis for processing is consent.
- To data portability, where the legal basis for processing is (i) consent or (ii) performance of a contract.
- To request rectification or erasure of your information, where data protection legislation allows this.

Do I have a right to complain about the way information has been used?

If you have a concern about the way we are collecting or using your personal data, please let us know and we will try to resolve this. If you are still concerned, you can contact the Information Commissioner:

*Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF*

Tel: 0303 123 1113 (local rate)

Fax: 01625 524 510

Email: casework@ico.org.uk

Do I have to provide my personal data to you?

You do not have to provide images to us.

Do you use any automated processes to make decisions about me?

We do not use automated decision making processes.

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