

DATA PROTECTION POLICY

PASSION PRODUCTIONS LTD
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createfilms@mac.com



Company Number: 9038539
<https://www.passionproductions.co.uk>

- PASSION PRODUCTIONS UNDERTAKES TO SECURE THE DATA OF INDIVIDUALS:
 - Personal documents e.g. references will be treated with confidentiality.
 - Bank details and photocopies of passports will be kept in a locked box.
 - Persons engaged on our projects will be asked to sign consent forms/contracted and informed as to how the material recorded will be used.
 - Images and voice recording of employees, staff or volunteers will only be used in the manner agreed.

- According to Government guidelines – 5/10/ 2020, we do not need a valid data protection policy.

POLICY ADOPTED 5th October 2020 by

A handwritten signature in black ink, appearing to read "Shirley Day".

Shirley Day, MD. Passion Productions Ltd.

POLICY REVIEWED 5th October 2021