
Privacy Policy

Reviewed: 5th June 2025

Next Review Due: 5th June 2026

1. Introduction

Pageant Productions is committed to protecting your personal data and respecting your privacy. This policy explains how we collect, use, store and share your information in accordance with UK GDPR and the Data Protection Act 2018.

2. Who We Are

Pageant Productions is a video production company based in Dorchester, Dorset. We act as a data controller or joint controller depending on the nature of the project.

In some projects, we act as a joint data controller with the commissioning organisation. In such cases, responsibilities for data use and consent are agreed in advance and clearly communicated to participants.

3. What Data We Collect

We may collect and process the following types of personal data:

- Name, contact details and organisation
- Email communication and preferences
- Footage and images captured as part of our filming work
- Payment and invoicing information
- Usage data from our website and analytics tools

Where we are filming individuals, we will always seek prior consent via our filming consent form. We will explain clearly how the footage will be used and shared, and give individuals the opportunity to opt out.

4. How We Collect Data

- Through direct communication (email, phone, meetings)
- Via forms submitted through our website
- During filming sessions or workshops
- Automatically through Google Analytics and cookies

For details on how we use cookies and analytics, please see our Website Cookie Notice.

5. How We Use Your Data

We use personal data to:

- Deliver contracted video production, workshop or live streaming services
- Communicate with clients and collaborators
- Manage internal administration and accounting
- Send marketing communications (if consented)
- Improve our website and services

6. Legal Basis for Processing

- Consent - when you agree to receive marketing or be filmed
- Contract - when processing is necessary for an agreement with you
- Legal obligation - for recordkeeping and compliance
- Legitimate interests - where appropriate and not overridden by your rights

7. Data Sharing

We do not sell or share your data with third parties. We may share video footage or personal data with the clients who commissioned us to record it, where this is necessary for delivery of services.

8. Data Storage

We store data securely using the following systems:

- Daylite CRM
- Xero accounting software
- Local encrypted drives
- Cloud services (Frame.io, Dropbox, iCloud, Vimeo)

We also collect personal data on paper forms (e.g. consent forms, workshop records). These are stored securely in a locked office accessible only to authorised personnel.

Some of these services may store data outside the UK. We ensure, where possible, that appropriate safeguards (such as Standard Contractual Clauses) are in place.

9. Data Retention

Video footage is typically retained for 10 years. Other personal data is retained only for as long as necessary to fulfil the purpose it was collected for, or to meet legal and contractual requirements.

10. Your Rights

You have the right to:

- Access your personal data
- Request correction of inaccurate data
- Request erasure of data ('right to be forgotten')
- Restrict or object to processing
- Withdraw consent at any time
- Lodge a complaint with the Information Commissioner's Office (ICO)

11. Contact for Data Requests

For any data queries or requests, please contact:

Gary Jarman - Data Protection Contact

Email: gary@pageantproductions.co.uk

12. Changes to This Policy

This policy will be reviewed annually or in response to significant changes in regulation or our services.