



MANTO FILMS LTD PRIVACY POLICY

Manto Films Ltd is a video production company in Leeds. We're experienced filmmakers who craft compelling stories for brands you've heard of and we are committed to safeguarding and preserving the privacy of our clients and website visitors. In particular, we want you to know that Manto Films is not in the business of selling, renting or trading email lists with other companies and businesses for marketing purposes. Our focus is on creating video content and facilitating projects for our clients, so we simply don't do that sort of thing.

This Privacy Policy explains why we collect your personal information and what happens to any personal data that you provide to us and how we keep it secure.

We review our Privacy Policy annually or at such a time when the law requires us to, of course. We comply, we obey, we like to be transparent and trustworthy, and any information shared with us is in safe hands.

PRIVACY POLICY

1. INTRODUCTION

- 1.1 We are committed to safeguarding the privacy of our clients, service users and website visitors.
- 1.2 This policy applies where we are acting as a data controller with respect to the personal data of our website visitors and service users; in other words, where we determine the purposes and means of the processing of that personal data.
- 1.3 By using our website and agreeing to this policy, you consent to our use of cookies in accordance with the terms of this policy.
- 1.4 In this policy, "we", "us" and "our" refer to *Manto Films*. [For more information about us, see Section 7.]

2. HOW WE USE YOUR PERSONAL DATA

- 2.1 We use a third party service called Google Analytics, to collect standard internet log information and details of visitor behaviour patterns (“usage data”).
- 2.2 The usage data we collect may include your IP address, geographical location, browser type and version, operating system, referral source, length of visit, page views and website navigation paths, as well as information about the timing, frequency and pattern of your service use. This usage data may be processed for the purposes of analysing the use of the website - it helps us improve our work and understand how best to serve our visitors and make their experience better. The legal basis for this processing is consent.
- 2.3 Google Analytics processes usage data in a way that does not identify anyone - it is anonymous and harmless. We do not make, and do not allow Google to make any attempt to find out the identities of those visiting our website. You can view their privacy policy [here](#).
- 2.4 We may process information contained in any enquiry you submit to us regarding services (“enquiry data”). The enquiry data may be processed for the purposes of offering services to you. The legal basis for this processing is consent.
- 2.5 We may process information that you provide to us for the purpose of subscribing to our newsletter (“notification data”). The notification data may be processed for the purposes of sending you the relevant newsletter. We use Mailchimp to collect, export, process and store personal data on our behalf. We gather statistics around email opening and clicks using industry standard technologies to help us monitor and improve our e-newsletter. You can unsubscribe from mailings at any time by clicking the unsubscribe link at the bottom of any of our emails. For more information, please check MailChimp’s [privacy policy](#).
The legal basis for this processing is consent.
- 2.6 We may process any of your personal data identified in this policy where necessary for the establishment, exercise or defence of legal claims, whether in court proceedings or in an administrative or out-of-court procedure. The legal basis for this processing is our legitimate interests, namely the protection and assertion of our legal rights, your legal rights and the legal rights of others.
- 2.7 We may process any of your personal data identified in this policy where necessary for the purposes of obtaining or maintaining insurance coverage, managing risks, or obtaining professional advice. The legal basis for this processing is our legitimate interests, namely the proper protection of our business against risks.
- 2.8 In addition to the specific purposes for which we may process your personal data set out in this Section 2, we may also process any of your personal data where such processing is necessary for compliance with a legal obligation to which we are subject, or in order to protect your vital interests or the vital interests of another natural person.

2.9 Please do not supply any other person's personal data to us, unless we prompt you to do so.

3. PROVIDING YOUR PERSONAL DATA TO OTHERS

3.1 We may disclose your personal data to any member of our company insofar as reasonably necessary for the purposes, and on the legal bases, set out in this policy.

3.2 We may disclose your personal data to personal advisors insofar as reasonably necessary for the purposes of obtaining professional advice.

3.3 We may disclose your personal data to others involved in a production insofar as reasonably necessary for the purposes set out in this policy.

3.4 Financial transactions relating to our services may be handled by our payment services providers, xero.com. We will share transaction data with our payment services providers only to the extent necessary for the purposes of processing your payments, refunding such payments and dealing with complaints and queries relating to such payments and refunds. You can find information about the payment services providers' privacy policies and practices [here](#).

3.5 In addition to the specific disclosures of personal data set out in this Section 3, we may disclose your personal data where such disclosure is necessary for compliance with a legal obligation to which we are subject, or in order to protect your vital interests or the vital interests of another natural person. We may also disclose your personal data where such disclosure is necessary for the establishment, exercise or defence of legal claims, whether in court proceedings or in an administrative or out-of-court procedure.

4. RETAINING AND DELETING PERSONAL DATA

4.1 This Section 4 sets out our data retention policies and procedures, which are designed to help ensure that we comply with our legal obligations in relation to the retention and deletion of personal data.

4.2 Personal data that we process for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.

4.3 Any personal data that we process from our website through the contact form is processed through Wordpress and hosted within our email client (Gmail). We use the Google tools found as part of [G-Suite](#). You can find out all about Wordpress and Google's own privacy policies [here](#) and [here](#).

4.4 We use other third party processors to collect, export, process and store personal data on our behalf. All our processors are compliant with the General Data Protection Regulations and you can view their websites for further detail:

[Xero](#)

[Vimeo](#)

[YouTube](#)

[CloudSpot](#)

- 4.5 Manto Films captures footage and stores this footage for future client specific purposes. We understand how valuable footage is for current and future projects and so we archive all of our footage using a secure, password protected, long-term data storage system. Our on site storage is supplemented by a secure encrypted cloud backup service provided to us by [Duplia](#). Duplia's cloud backup is fully GDPR compliant and uses only their own UK based data centres. We will work with our clients to comply with their own specific GDPR policies and will observe these in order to remain consistent with their obligations to individuals.
- 4.6 We keep consent and release forms on file as evidence of receipt of active consent from all participants. These are kept during the course of the project that they relate to and for up to two years after this time or insofar as reasonably necessary for the purposes set out in this policy.
- 4.7 Notwithstanding the other provisions of this Section 4, we may retain your personal data where such retention is necessary for compliance with a legal obligation to which we are subject, or in order to protect your vital interests or the vital interests of another natural person.

5. COOKIES

- 5.1 A cookie is a file containing an identifier (a string of letters and numbers) that is sent by a web server to a web browser and is stored by the browser. The identifier is then sent back to the server each time the browser requests a page from the server. Cookies are useful for numerous reasons. They allow a website to recognise a user's device, allow navigation between pages efficiently, remember preferences, and generally improve the user experience.
- 5.2 Cookies may be either "persistent" cookies or "session" cookies: a persistent cookie will be stored by a web browser and will remain valid until its set expiry date, unless deleted by the user before the expiry date; a session cookie, on the other hand, will expire at the end of the user session, when the web browser is closed.
- 5.3 Cookies do not typically contain any information that personally identifies a user, but personal information that we store about you may be linked to the information stored in and obtained from cookies.
- 5.4 You can find more information about cookies at www.allaboutcookies.org and www.youronlinechoices.eu

6. ACCESS TO YOUR PERSONAL DATA

- 6.1 You may instruct us to provide you with any personal information we hold about you; the provision of such information will be subject to:
- a. the payment of a fee (currently fixed at GBP 10); and
 - b. the supply of appropriate evidence of your identity (for this purpose, we will usually accept a photocopy of your passport certified by a solicitor or bank plus an original copy of a utility bill showing your current address).
- 6.2 We may withhold personal information that you request to the extent permitted by law.
- 6.3 You may instruct us at any time not to process your personal information for marketing purposes.
- 6.4 In practice, you will usually either expressly agree in advance to our use of your personal information for marketing purposes, or we will provide you with an opportunity to opt out of the use of your personal information for marketing purposes.
- 6.5 You have the right to have any inaccurate personal data about you rectified and, taking into account the purposes of the processing, to have any incomplete personal data about you completed.

7. OUR DETAILS

- 7.1 This website is owned and operated by *Manto Films Ltd.*
- 7.2 We are registered in England under registration number 7034054, and our registered office is at
Manto Films
Suite 3D, Chapel Allerton House
114 Harrogate Road
LS7 3QB

This Privacy Policy was reviewed on 3rd September 2023 and will be reviewed and updated where applicable on 3rd September 2024.