

## **Privacy Notice: Film Unit**

### **Who we are:**

Film Unit  
Communications and marketing team  
Town Hall, St Ives Road  
Maidenhead  
SL6 1RF

Telephone: 01628 796551

Email: [filmunit@rbwm.gov.uk](mailto:filmunit@rbwm.gov.uk)

### **Lawful basis for processing information:**

Highways Act 1980: Section 178

General Data Protection Regulation Article 6 (1) (a) consent.

### **How we collect information:**

Personal data is supplied online via the film unit form on the council's website and via email.

### **What information is collected:**

Name, address, email address, phone number.

### **How we use the information provided:**

The information is collected to enable us to contact you regarding your application about seeking permission to film in the Royal Borough of Windsor and Maidenhead.

### **Who has access to the information:**

Communications and marketing team

### **Who we may share your information with:**

Your information is not shared with any third parties and is not accessible via the Royal Borough website.

Your information may be passed onto teams depending on what is required in your application, for example, road closures and parking. We may need to share it with other council departments such as environmental protection team, visit Windsor, Town Centre Managers (Windsor and Maidenhead), libraries, outdoor facilities and highways teams.

### **How long we store your information**

Personal details provided (name, email address and contact number) are retained for up to two years from receipt of the application form.

### **Does your service utilise automated decision making?**

No.