

PRIVACY POLICY

You may browse and access information contained within this website without providing any personal information. Where you voluntarily provide personal information, we will only use that information to communicate with you regarding our services. Users may be asked for, as appropriate, their name, email address and phone number. Users can always refuse to supply personal identification information, except that it may prevent them from engaging in specific site-related activities.

QS Digital Video complies with the GDPR policy and respects your rights to access your personal to have it eased or corrected if it is inaccurate.

HOW WE USE COLLECTED INFORMATION

QS Digital Video will only use your personal data as necessary to perform our contract with you and as required for accounting, managing and auditing our business operations.

HOW WE PROTECT YOUR INFORMATION

All photos, recordings, and other personal data will be kept securely to protect against unauthorised access, alteration, disclosure, or destruction of your personal information. We archive our media recordings (photos and video) so that we can update your projects by reusing existing relevant assets, rather than reshooting everything from scratch each time. If this is not required, please inform us, and we will dispose of them securely when the project is finished.

SHARING YOUR PERSONAL INFORMATION

We will not sell, or allow third parties access to your information.

We may disclose your personal information if we are required by law to do so or if you violate our Terms and Conditions. Subject to applicable data protection law, QS Digital Video may share your personal data with sub-contractors and other persons who help us provide a service to you, legal and other professional advisors, Government bodies and agencies in the UK and overseas, or anyone else where you have given your consent or as required by law.

FILMING

Images of individuals, whether in still photographs or video images, will often be caught by the definition of personal data in the Data Protection Act 1998. In many cases, consent from the individuals will need to be obtained in order to process (capture and use) the images fairly and lawfully.

Consent will be obtained from people whose image is the focus of the photograph or film.

FILMING IN PUBLIC AREAS OR AT EVENTS.

When filming in public areas or with a large group of people, it is not necessary to get the consent of people whose image is captured incidentally in the background.

QS Digital Video will display a warning notice to flag up that photography or filming is going to be taking place so that any individuals who wish to opt-out may leave or move to an area where they will not be filmed.

WITHDRAWING CONSENT

An individual captured in an image can withdraw their consent even after signing the consent form. Any such withdrawal should be in writing.

Once consent is withdrawn, QS Digital Video cannot use the relevant images again, but it will not normally be possible to recall the media productions in which their image has already appeared.

COPYRIGHT ASSETS

Photographs, film, sound recordings and still images are all protected by copyright. QS Digital Video is the owner of the copyright in recordings it makes, but our clients own copyright in their scholarly output, and this includes the underlying presentation materials (such as PowerPoint slides) and the content of their dialogue (when fixed by a recording). QS Digital Video has the automatic right to use those copyright works for its legitimate purposes. You must ensure that any third-party material captured during filming or taking photographs does not breach copyright by being satisfied that QS Digital Video is permitted to use such material for this purpose.

WEBSITE PRIVACY POLICY

We respect the privacy of every individual who visits our websites. This Privacy Policy sets out the data processing practices carried out through the use of the Internet and any other electronic communications networks by us. If you have any requests concerning your personal information or any queries about these practices, please get in touch with info@qsdigitalvideo.com

Please read through this Privacy Policy before submitting your personal information to us. You do not need to submit any personal information when browsing our websites.

INFORMATION COLLECTED ON THIS WEBSITE

We collect personal information (data from which you can be identified, including your name, email address and postal address) from visitors to this website through online forms (and from any email you send to us). This may include your name, title, order details and details of your address(es) and other personal details.

We may occasionally ask for feedback from you about the usage or services our website provides to help us develop and improve it further.

We may also monitor or record your communications with us for quality control and training purposes.

USE OF PERSONAL INFORMATION

We process personal information collected via this website [and our telephone lines] for the purposes of:

2.1 providing and personalising our services, including customer care.

2.2 dealing with your inquiries and requests;

2.4 maintaining information as a reference tool or general resource so that we may improve our products and services for you; and

2.5 providing you with information about our company, new products and services and/or product upgrades.

We will keep your information for as long as is reasonably necessary for these purposes.

OTHER WEBSITES

Our website may contain links to other websites which are outside our control and are not covered by this Privacy Policy. If you access other sites using the links provided, the operators of these sites may collect information from you, which will be used by them in accordance with their privacy policy, which may differ from ours.

INTERNET-BASED TRANSFERS

Given that the Internet is a global environment, using the Internet to collect and process personal data necessarily involves the transmission of data on an international basis. Therefore, by browsing this website and communicating electronically with us, you acknowledge our processing of personal data in this way. However, we will endeavour to protect all personal information collected through this website in accordance with strict data protection standards.

How we use cookies

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We use traffic log cookies to identify which pages are being used. This helps us analyse data about web page traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system. Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us. You can choose to accept or decline cookies. Most web browsers automatically

accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.