



PINEWOOD

VISITOR PRIVACY NOTICE

Thank you for visiting the Studios. This notice sets out how we use the personal data we collect from you when you visit our sites. For further information, please contact dataprotection@pinewoodgroup.com.

Introduction

When we say we, our, us, or the Group in this notice, we are referring to Pinewood Group Limited (PGL) and its subsidiaries, Pinewood Studios Limited (PSL) and Shepperton Studios Limited (SSL), all of whom are "controllers" of your personal data for the purposes of the Data Protection Act 2018 (Act) and the EU General Data Protection Regulation 2016/679 (GDPR) (the Act and GDPR together the Data Protection Legislation). PSL (company number 0392619) is the owner of Pinewood Studios and is registered with the ICO under registration number Z5350189. SSL (company number 02974333) is the owner of Shepperton Studios and is registered with the ICO under registration Z730567X. The registered office of PGL, PSL and SSL is Pinewood Studios, Pinewood Road, Iver, Buckinghamshire.

Personal Data We May Collect About You

We collect and process the following personal data from you directly, ahead of your visit to our sites and when you visit our sites:

- your name and contact details;
- your organisation and job title;
- your photograph to create your security IT pass (if applicable);
- car details (make, model and registration); and
- when you register at reception, we will ask for your photographic ID, but we will not take or store any copy of it.

We also collect the following personal data indirectly:

- information about where you have been on site, which is tracked when you use your temporary access pass around the sites;
- images of you collected through CCTV; and
- information about you from your employer if they are a client, tenant or contractor of Pinewood Studios Group and require you to have access to our sites.

Uses Made of the Personal Data and Legal Basis

We use this information for the following purposes for our legitimate interests in ensuring the security of our premises and property, safeguarding the interests of third party businesses based at our sites and for enforcing and protecting the rights of our Group:

- to log you in to our visitor check in system;
- to produce security access passes;
- to produce confidentiality agreements, which we may ask you to sign; and
- to make contact with you whilst you are on-site, including emergency notifications and to send you studio notices and site information.

We also process email communication traffic data in our legitimate interests for business relationship evaluation, business development and analytics purposes (namely, the "date", "messageID", "to", "from" and "cc" fields of emails sent and received by us, but not the content of any emails or email calendar invitations). The system may pick up emails sent between you and our staff in connection with your visit or other business purposes.

Disclosure of Your Information

We may disclose your personal data to any member of our Group, which means our subsidiaries, our ultimate holding company and its subsidiaries, as defined in section 1159 of the Companies Act 2006 where necessary in our legitimate interests for administrative purposes.

We will also share your personal data with sub-contractors and suppliers where necessary – for example, providers of our visitor check in and access control systems and security, cleaning and catering contractors, and our data analytics provider. We have a contract with these third parties which requires them to keep your personal data secure. We may also (where applicable) share your personal data with your employer if they are a client, tenant or contractor to the Group.

For security reasons and in our legitimate interests and those of the relevant third parties, if you have attempted to go into restricted areas, then we may need to inform the third parties occupying those areas.

Rarely, we may need to disclose your personal data to third parties where necessary for the legitimate interests of business (for example, if we were selling our business or in connection with legal proceedings), in order to comply with legal obligations and/or for the purposes of preventing crime and other unlawful acts.

Overseas Transfers

We may need to transfer your information outside the UK to service providers, agents, subcontractors and regulatory authorities in countries where data protection laws may not provide the same level of protection as those in the European Economic Area, such as the United States of America (US). In particular, email communication traffic data may be processed by our data analytics provider in the US.

We will take all steps reasonably necessary to ensure that your personal data is handled securely, in accordance with this notice and the data protection legislation, and that adequate safeguards are in place. This could be by entering into a European Commission approved contract, or ensuring the provider has certified to the EU-US Privacy Shield confirming that they have appropriate measures to ensure the protection of your personal data. If you would like further information, please contact dataprotection@pinewoodgroup.com.

Your Rights

In addition to the right to be informed about how we use your personal data (as set out in this notice), you have various other rights in respect of the personal data we hold about you. You have the right to object to how we use your personal data. You also have the right to see what personal data we hold about you. In addition, you can ask us to correct inaccuracies, delete or restrict personal data or to ask for some of your personal data to be provided to someone else. To make enquires for further information about exercising any of your rights in this notice, please contact dataprotection@pinewoodgroup.com. If you have complaints about how we have used your personal data, you can contact the Information Commissioner's Office, at <https://ico.org.uk/>.

How Long We Store Your Personal Data

In general, we hold your information for 3 months after your last visit, unless we need to keep it longer in order to deal with any ongoing action or complaints.

We will hold confidentiality forms signed by you for 6 years.

We retain CCTV footage for 30 days.

Changes to this Notice

This notice will be reviewed periodically and we will update it if we make any material changes to the manner in which we process and use your personal data, and if so we will contact you to let you know about the change.

For further information about how we process personal data as a business, please see our privacy policy available at www.pinewoodgroup.com.