



## CONFIDENTIALITY AND STUDIO NOTICE ACCESS TO THE STUDIOS

Access to the Studios (being Pinewood Studios and Shepperton Studios) is subject to the Pinewood Studio Regulations (full copies of which are available on request) and this Confidentiality Notice. Below is a summary of some key requirements relating to access to the Studios which apply to all tenants, productions, suppliers, contractors (together “**Clients**”), Studio personnel (including freelancers) and visitors.



Production areas and facilities are normally closed to members of the public and most Studio personnel. Everything occurring in these areas is confidential to the Pinewood Studios Group or businesses and productions based at any of the Studios. In consideration of you being permitted to visit the production areas and facilities you agree to be bound by the strict obligations of confidentiality set out herein.

You are permitted to visit the Studios on the strict condition that you agree and undertake to keep everything you see and hear strictly confidential. Any information relating to productions or businesses or other affairs acquired by you during any visit to the Studios must not be disclosed to anyone including but not limited to the press, the media, your friends, family, acquaintances and the general public.

**For the protection of the Studios and productions, camera and recording devices may NOT be brought into production areas and you are strictly prohibited from taking any kind of photograph, image or recording while on the premises of any Studio. Use of mobile telephones is also prohibited.**

1. Only authorised visitors are permitted to enter the Studios.
2. Photography and Recording of any kind around the Studios is prohibited.
3. All persons must display a valid form of identification and security pass at all times.
4. When necessary, the Studios' Security Personnel conduct vehicle and/or bag searches to protect the property of the Studios, its Clients and Studio personnel.
5. **For accidents and emergency services at Pinewood and Shepperton dial ext. 444 internally; 01753 656444 (Pinewood) and/or 01932 592 222 (Shepperton) externally.**

6. The Studios are under CCTV surveillance and 24-hour security patrols. Personal data is processed in accordance with Pinewood's Data Protection and Privacy Policies available at [www.pinewoodgroup.com](http://www.pinewoodgroup.com).
7. Smoking is not permitted in any studio building, on any roof or covered area.
8. All litter must be put in the appropriate litter bins provided. Please recycle.
9. Occupied areas are restricted to Authorised personnel only.
10. No vehicles shall be left at the Studios overnight without advance authorisation.
11. For their own safety, children under the age of 18 must be accompanied by an adult at all times while at the Studios.
12. Neither Pinewood Group Limited nor any of its subsidiaries or group companies shall be liable for any loss of or damage to any property of any individual or corporate body brought onto the premises of the Studios. Parties accessing the Studios are wholly responsible for arranging all appropriate insurance cover for all such risks.

Any threatened or actual breach of the provisions of this Confidentiality Notice or the Studio Regulations may result in the following:

- temporary and/or permanent confiscation of any recording/photographic equipment (including mobile telephones); and/or
- refusal of entry to, or your removal from the premises of the Studios; and/or
- legal proceedings against you.

If any photographs, images or recordings are made by you during your visit, all rights in and to such photographs, images and/or recordings are hereby immediately assigned in perpetuity to the Pinewood Studios Group or the relevant production company and all film, tape or other means of recording shall be surrendered to the Studio immediately.

Pinewood will process your personal data to allow you access to the Studios in accordance with the Visitor Privacy Notice and in accordance with Pinewood's Data Protection and Privacy Policies available at [www.pinewoodgroup.com](http://www.pinewoodgroup.com).

By accessing the Studios, you agree to observe and fully comply with the Confidentiality Notice and Studio Regulations (summarised above) a full version of which is available from Reception upon request. We ask that you request a copy and read them in full.

This document is a summary only. Please ensure that you review the Studio Regulations in full for further information and requirements relating to access to the Studios. Copies are available from Studio Reception or Studio Operations. Compliance with the full Studio Regulations is mandatory for all persons accessing the Studios.

Access is permitted only by the Studio Management who may, at their sole discretion, refuse entry to any person or require any person infringing the Studio Regulations to leave the premises of the Studios immediately.