



APERTURE NI

## Aperture NI Privacy Notice

**Data Controller Name:** Matthew Wilson  
**Address:** 8 Castlehill Wood, Belfast, BT4 3PJ  
**Telephone:** 07484 277391  
**Email:** matthew@apertureni.co.uk

### Why are you processing my personal information?

The personal data is being processed to enable Aperture NI to deliver a range of services and, in some circumstances, to meet legal obligations.

### What categories of personal data are you processing?

This will depend on the service Aperture NI is providing. It may include one, some, or all of the following: your name, home or work address, work or home telephone number, work or personal email address. Aperture NI will only process any of these if required for a particular service or to meet a legal requirement.

### Where do you get my personal data from?

You will provide the information when you request a service from Aperture NI, or Aperture NI will collect it from you in order to provide services.

### Do you share my personal data with anyone else?

Your personal data will only be shared with internal staff or external bodies where necessary in order to allow Aperture NI to provide services. For example, if an organisation involved in our filming requires your details.

### How long do you keep my personal data?

Aperture NI retains your data in line with Aperture NI's Retention and Disposal Policy which can be made available on request.

### What rights do I have?

- You have the right to obtain confirmation that your data is being processed, and access to your personal data;
- You are entitled to have personal data rectified if it is inaccurate or incomplete;
- You have a right to have personal data erased, in specific circumstances;
- You have the right to 'block' or suppress processing of personal data, in specific circumstances;
- You have the right to data portability, in specific circumstances; and
- You have the right to object to the processing, in specific circumstances.

### How do I complain if I am not happy?

If you are unhappy with how any aspect of this privacy notice or how your personal information is being processed, please contact Aperture NI at 07484 277391 or [matthew@apertureni.co.uk](mailto:matthew@apertureni.co.uk).

If you are still not happy, you have the right to lodge a complaint with the Information Commissioner's Office (ICO): <https://ico.org.uk/global/contact-us/>