

Privacy Policy

Website Privacy Notice

1. INTRODUCTION

This privacy notice describes how Online Video Bard (referred to as “we”, “us” or “our” in this privacy notice) collect and use your personal information through your use of our website www.onlinevideobard.com in accordance with the General Data Protection Regulation (GDPR) and other relevant legislation.

By providing us with your personal information, you warrant to us that you are over 13 years of age and you consent to the collection and use of any information you provide in accordance with this privacy notice.

Data Protection Principles

We comply with the principles of data protection law. This says that the personal information we hold about you must be:

1. Used lawfully, fairly and in a transparent way
2. Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes
3. Relevant to the purposes we have told you about and limited only to those purposes
4. Accurate and kept up to date
5. Kept only as long as necessary for the purposes we have told you about
6. Kept securely

For the purpose of the General Data Protection Regulations (GDPR) the data controller is:

Full name of legal entity: Online Video Bard

Email address: time@onlinevideobard.com

Postal address: 132 Keats Way, UK, SG4 0DS

2. WHAT PERSONAL DATA WE MAY COLLECT ABOUT YOU, FOR WHAT PURPOSE AND ON WHAT GROUND WE PROCESS IT

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data). There are "special categories" of more sensitive personal data which require a higher level of protection.

We collect information every time you interact with us. The information we may collect and process from these interactions may include, but is not limited to:

Communication Data (Information you give to us) **and Customer Data** (Information relating to any purchases of goods and/or services)

This includes any communication that you send to us whether that be through the contact form on our website www.onlinevideobard.com (or any of our other forms filled out online or offline, such as our interview or consent forms), through e-mail, social media posting and messaging, entering competitions, promotions or surveys, phone, text or any other correspondence, including in person, or otherwise.

Information we may collect:

- Your name
- Your postal address
- Your email address
- Your telephone number
- Your business profile addresses online and on social media
- Your photo/video consent
- Photos and video footage of you
- Your payment information
- Your shopping preferences, including products or services

We process this data for the purposes of communicating with you, for record keeping, for supplying the goods and/or services you have purchased or commissioned us for (E.g.: to produce your marketing video) and to keep records of such transactions, and for the establishment, pursuance or defence of legal claims. Our lawful ground for this processing is:

- Our legitimate interests which in this case are to reply to communications sent to us, to keep records, and to establish, pursue or defend legal claims. (**Communication Data**)
- The performance of a contract between you and us and/or taking steps at your request to enter into such a contract. (**Customer Data**)

User Data (Information we collect when you interact with our site)

This includes data about how you use our website and any online services together with any data that you post for publication on our website or through other online services. (E.g.: Your possible interactions: when you visit our site, when you search for products or services, when you participate in social media functions, such as comment, share, review products or services, or when you report a problem with our site). We process this data to operate our website and ensure relevant content is provided to you, to ensure the security of our website, to maintain backups of our website and/or databases and to enable publication and administration of our website, other online services and business.

Information we may collect:

- Your Internet Protocol (IP) address
- Your browser type and version
- Your time zone setting
- Your browser plug-in types and version
- Your operating system and platform
- The pages you visit, for how long and the actions you perform
- Page navigation paths
- Page response times
- Your browser cookies
- Your shopping preferences and other areas of interest to you
- Other technology on the devices you use to access our website

The source of this data is from our analytics tracking system. We process this data to analyse your use of our website and other online services, to administer and protect our business and website, to deliver relevant website content and advertisements to you and to understand the effectiveness of our advertising. Our lawful ground for this processing is our legitimate interests, which in this case are to enable us to properly administer our website and our business, to grow our business and to decide our marketing strategy.

Marketing Data

This includes data about your preferences in receiving marketing from us and our third parties and your communication preferences. We process this data to enable you to partake in our promotions, such as competitions, prize draws and free give-aways, to deliver relevant website content and advertisements to you and measure or understand the effectiveness of this advertising. Our lawful ground for this processing is our legitimate interests, which in this case are to study how customers use our products/services, to develop them, to grow our business and to decide our marketing strategy.

We may use **Customer Data**, **User Data** and **Marketing Data** to deliver relevant website content and advertisements to you (including Facebook adverts or other display

advertisements) and to measure or understand the effectiveness of the advertising we serve you. Our lawful ground for this processing is our legitimate interests which is to grow our business. We may also use such data to send other marketing communications to you. Our lawful ground for this processing is either consent or legitimate interests (namely to grow our business).

Sensitive Data

We do not collect any Sensitive Data about you. Sensitive data refers to data that includes details about your race or ethnicity, religious or philosophical beliefs, sex life, sexual orientation, political opinions, trade union membership, information about your health and genetic and biometric data. We do not collect any information about criminal convictions and offences.

Where we are required to collect personal data by law, or under the terms of the contract between us and you do not provide us with that data when requested, we may not be able to perform the contract (for example, to deliver goods or services to you). If you don't provide us with the requested data, we may have to cancel a product or service you have ordered but if we do, we will notify you at the time.

3. HOW WE COLLECT AND USE YOUR PERSONAL DATA

We may collect data about you by you providing the data directly to us (for example by filling in forms on our site or by sending us e-mails), or by us taking photos and recording videos of you that are necessary to carry out the work you have commissioned us for. We may automatically collect certain data from you as you use our website by using cookies and similar technologies. Please see our [cookie policy](#) for more details.

We may receive data from third parties, such as analytics providers, such as Google based outside the EU, advertising networks, such as Facebook based outside the EU, such as search information providers, such as Google based outside the EU, providers of technical, payment and delivery services, such as data brokers or aggregators.

We may also receive data from publicly available sources, such as Companies House and the Electoral Register based inside the EU.

We will only use your personal data for a purpose it was collected for or a reasonably compatible purpose if necessary. For more information on this please email us at time@onlinevideobard.com. In case we need to use your details for an unrelated new purpose we will let you know and explain the legal grounds for processing.

We may process your personal data without your knowledge or consent where this is required or permitted by law.

If you wish to change how we use your data, you'll find details in the 'YOUR RIGHTS' section below. Remember, if you choose not to share your personal data with us, or

refuse certain contact permissions, we might not be able to provide some services you've asked for.

4. MARKETING COMMUNICATIONS

Our lawful ground of processing your personal data to send you marketing communications is either your consent or our legitimate interests (namely to grow our business).

Under the Privacy and Electronic Communications Regulations, we may send you marketing communications from us if (i) you made a purchase or asked for information from us about our goods or services or (ii) you agreed to receive marketing communications, and in each case, you have not opted out of receiving such communications since. Under these regulations, if you are a limited company, we may send you marketing emails without your consent. However, you can still opt out of receiving marketing emails from us at any time.

Before we share your personal data with any third party for their own marketing purposes we will get your express consent.

You can ask us or third parties to stop sending you marketing messages at any time by following the opt-out links on any marketing message sent to you, or by emailing us at time@onlinevideobard.com at any time.

If you opt out of receiving marketing communications this opt-out does not apply to personal data provided as a result of other transactions, such as purchases.

5. WHO WE SHARE YOUR PERSONAL DATA WITH

Sometimes we may have to share your personal data with the parties set out below:

- Service providers who provide IT and system administration services.
- Professional advisers including lawyers, bankers, auditors and insurers, fraud prevention agencies
- Government bodies that require us to report processing activities.
- Third parties to whom we sell, transfer, or merge parts of our business or our assets.

We require all third parties to whom we transfer your data to respect the security of your personal data and to treat it in accordance with the law. We only allow such third parties to process your personal data for specified purposes and in accordance with our instructions.

6. INTERNATIONAL TRANSFERS

We share your personal data within our group of companies, which involves transferring your data outside the European Economic Area (**EEA**), such as Google Analytics, Mailchimp and Google Drive.

Countries outside of the European Economic Area (**EEA**) do not always offer the same levels of protection to your personal data, so European law has prohibited transfers of personal data outside of the EEA unless the transfer meets certain criteria.

Many of our third parties' service providers are based outside the European Economic Area (**EEA**), so their processing of your personal data will involve a transfer of data outside the EEA.

Whenever we transfer your personal data out of the EEA, we do our best to ensure a similar degree of security of data by ensuring at least one of the following safeguards is in place:

- We will only transfer your personal data to countries that the European Commission have approved as providing an adequate level of protection for personal data by; or
- Where we use certain service providers, we may use specific contracts or codes of conduct or certification mechanisms approved by the European Commission, which give personal data the same protection it has in Europe; or
- If we use US-based providers that are part of EU-US Privacy Shield, we may transfer data to them, as they have equivalent safeguards in place.

If none of the above safeguards is available, we may request your explicit consent to the specific transfer. You will have the right to withdraw this consent at any time.

7. DATA SECURITY

We have put in place security measures to prevent your personal data from being accidentally lost, used, altered, disclosed, or accessed without authorisation. We also allow access to your personal data only to those employees and partners who have a business need to know such data. They will only process your personal data on our instructions and they must keep it confidential.

We have procedures in place to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach if we are legally required to.

8. DATA RETENTION

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

When deciding what the correct time is to keep the data for we look at its amount, nature and sensitivity, potential risk of harm from unauthorised use or disclosure, the processing purposes, if these can be achieved by other means and legal requirements.

For tax purposes the law requires us to keep basic information about our customers (including Contact, Identity, Financial and Transaction Data) for six years after they stop being customers.

In some circumstances we may anonymise your personal data for research or statistical purposes in which case we may use this information indefinitely without further notice to you.

9. YOUR RIGHTS

Under data protection laws you have rights in relation to your personal data that include the right to request access, correction, erasure, restriction, transfer, to object to processing, to portability of data and (where the lawful ground of processing is consent) to withdraw consent.

Your Rights:

- To ask us not to process your data for marketing purposes
- To ask us to erase all of the personal information we hold about you (Right to Erasure also known as the right to be forgotten)
- To request access to all of the information we hold about you
- To ask us not to process your data for the purpose of our legitimate interest. We will action your request, unless we believe the legitimate interest overrides your circumstances

You can see more about these rights at:

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

If you wish to exercise any of the rights set out above, please email us at time@onlinevideobard.com

You will not have to pay a fee to access your personal data (or to exercise any of the other rights). However, we may charge a reasonable fee if your request is clearly unfounded, repetitive or excessive or refuse to comply with your request in these circumstances.

We may need to request specific information from you to help us confirm your identity and ensure your right to access your personal data (or to exercise any of your other rights). This is a security measure to ensure that personal data is not disclosed to any person who has no right to receive it. We may also contact you to ask you for further information in relation to your request to speed up our response.

We try to respond to all legitimate requests within one month. Occasionally it may take us longer than a month if your request is particularly complex or you have made a number of requests. In this case, we will notify you.

If you feel that your data has not been handled correctly, or you are unhappy with our response to any requests you have made to us regarding the use of your personal data, you have the right to lodge a complaint with the Information Commissioner's Office, ICO, (www.ico.org.uk), the UK supervisory authority for data protection issues. We should be

grateful if you would contact us first if you do have a complaint so that we can try to resolve it for you.

10. THIRD-PARTY LINKS

This website may include links to third-party websites, plug-ins and applications. Clicking on those links or enabling those connections may allow third parties to collect or share data about you. We do not control these third-party websites and are not responsible for their privacy statements. When you leave our website, we encourage you to read the privacy notice of every website you visit.

11. COOKIES

You can set your browser to refuse all or some browser cookies, or to alert you when websites set or access cookies. If you disable or refuse cookies, please note that some parts of this website may become inaccessible or not function properly. For more information about the cookies we use, please see our [Cookie Policy](#).

12. CHANGES TO THIS POLICY

This policy was last updated on 24th May 2018.

Any changes we may make to our privacy policy in the future will be posted on this page and, where appropriate, notified to you by e-mail. Please check back frequently to see any updates or changes to our privacy policy.