

## Privacy statement

Viewfinder is committed to protecting your privacy online. We use the information we collect about you to provide services to you when you visit our website and where you have consented to the same, we will send you various sorts of information, as detailed below. We appreciate that you do not want any personal information you provide to us distributed indiscriminately so this Privacy Statement explains how we collect information, what we do with it and what controls you have. It is your responsibility to read and understand this Privacy Statement. If you have any questions about our Privacy Statement, want to object to the processing on legitimate grounds or would like to view, amend or delete the information we hold on you, you should contact our Information Protection Manager whose contact details are set out below.

Information Protection Officer Viewfinder 22 Percy Street London W1T 2BU.

### 1. What information do we collect?

So that we can provide a personalised service, we may ask you to submit personal information such as a name, email address, postal address, telephone number, your gender and date of birth. You are under no obligation to provide such information and we will always ask you for the minimum amount of information necessary. However, if you should choose to withhold requested information, we may not be able to provide you with certain services. If you are registering specifically to hear from us, we will take this as your consent, so we will not ask you to tick 'yes' or 'no'. You are entitled to request a copy of your information (for which we may charge a small fee) to correct any inaccuracies or you may request that we delete your information.

Once you are on our database, we may also record details of any Viewfinder marketing lists to which you have subscribed or unsubscribed, mailings we have sent to you, hyperlinks you have followed in our email marketing messages and/or event invitations sent to you and your response.

From time to time we may also ask you to review your contact details and mailing list preferences to ensure that we only send you information which is relevant to you.

This website uses Google Analytics, a web analysis service provided by Google. Google utilises the data collected to track and examine the use of <http://www.viewfinderfilm.co.uk/>, to prepare reports on its activities and share them with other Google services. Google may use the data collected to contextualise and personalise the ads of its own advertising network. Personal data collected: Usage Data. Place of processing: USA. Find Google's privacy policy here: <http://www.google.com/intl/en/policies/privacy/>.

### 2. How is the information used?

We will use the information you provide to us to:

- assist in and administer the provision of services to you;
- inform you of news and legal updates we consider relevant to you;
- invite you to events and training sessions;
- process your job application if you have applied for a position with the firm;
- make credit decisions about clients, prevent fraud and money laundering and to manage any complaints or enquiries.

To ensure we adhere to your instructions and take accurate record of such instructions, we may monitor and record any communication between you and us.

### **3. Where is the information stored?**

Information which you submit to us either via our website or otherwise is sent to a computer located in the United Kingdom. Information submitted by you may be transferred to, stored and processed by our service providers and other reputable third party organisations, which may be situated outside the European Economic Area. In addition, if you use our services while you are outside the EEA your information may be transferred outside the EEA in order to provide you with those services, and by submitting your information to us you consent to such usage.

### **4. When may we contact you?**

We may contact you in relation to the functioning of any service you have signed up for in order to ensure that we can deliver the services to you, where you have opted to receive further correspondence and for marketing purposes where you have specifically agreed to this.

### **5. Will I be contacted for marketing purposes?**

We may send you information by email, fax, telephone or mail about our events, legal services, training, materials, updates or our publications. We will provide you with the right to unsubscribe to these communications as part of each such communication and at any time by contacting our Information Protection Manager whose details are set out above.

### **6. Will my information be shared?**

Viewfinder is a trading style of Wiggin LLP ("Wiggin") and your information will be shared with Wiggin. [Wiggin LLP's Privacy Notice](#) provides further information about how data will be collected and used. We do not share your information with any other persons except that we may pass information about you to organisations with whom we organise events in order to inform you of those events.