



## 1. Introduction

At CFI Academy CIC we are committed to protecting your privacy and handling your personal information responsibly.

This Privacy Policy explains how we collect, use, store, and protect personal information when you visit our website, participate in our programmes, contact us, subscribe to our newsletter, or otherwise engage with our activities.

We process personal information in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and other applicable laws.

## 2. Who We Are

CFI Academy CIC is a Community Interest Company dedicated to supporting and developing young filmmakers, providing creative training opportunities, and delivering community-based media and film projects.

Registered Address:

CFI Academy CIC  
103 High Street  
Crawley  
West Sussex  
RH10 1DD  
United Kingdom

Email: [info@cfimedia.org](mailto:info@cfimedia.org)

## 3. Information We Collect

### Information You Provide

We may collect personal information when you:

- \* Contact us through our website
- \* Apply for training programmes, workshops, or community projects
- \* Subscribe to our newsletter
- \* Volunteer with us
- \* Participate in events and activities

This information may include:

- \* Name
- \* Email address
- \* Telephone number
- \* Postal address
- \* Date of birth (where relevant)
- \* Emergency contact details
- \* Educational background or experience
- \* Information provided in application forms

- \* Photographs, video recordings, or media content where consent has been obtained

## Information About Young Participants

For participants under 18 years of age, we may collect information from parents, guardians, or authorised representatives where necessary for programme participation, safeguarding, and communication purposes.

## Automatically Collected Information

When visiting our website, our Wix website may collect:

- \* IP address
- \* Browser type and version
- \* Device information
- \* Website usage statistics
- \* Pages visited
- \* Referring websites
- \* Date and time of access

## 4. How We Use Your Information

We may use personal information to:

- \* Administer training programmes and workshops
- \* Manage applications and registrations
- \* Communicate with participants, parents, guardians, volunteers, and partners
- \* Deliver community projects and educational activities
- \* Send newsletters and updates where consent has been provided
- \* Monitor and improve our services
- \* Meet safeguarding responsibilities
- \* Comply with legal and regulatory obligations
- \* Promote our work where appropriate consent has been obtained

## 5. Legal Basis for Processing

We process personal information under one or more of the following lawful bases:

### Consent

Where you have given clear consent, including:

- \* Newsletter subscriptions
- \* Photography and media consent
- \* Marketing communications

### Legitimate Interests

To operate and improve our programmes, engage with participants, and fulfil our community objectives.

### Contract

Where processing is necessary to administer participation in programmes, workshops, or activities.

### Legal Obligation

Where we are required to process information to comply with legal or regulatory requirements.

## Vital Interests

Where processing is necessary to protect the safety, wellbeing, or safeguarding of participants.

## 6. Photography, Film and Media Content

As a filmmaking and creative training organisation, we may capture photographs, video recordings, audio recordings, and other media content during projects, workshops, and events.

Where required, we will obtain appropriate consent before using identifiable images or recordings for:

- \* Educational purposes
- \* Project documentation
- \* Marketing and promotional materials
- \* Social media
- \* Funding reports and impact assessments

Participants and parents/guardians may withdraw consent at any time, subject to reasonable limitations where content has already been published or distributed.

## 7. Sharing Your Information

We do not sell personal information.

We may share information with:

- \* Training partners and project delivery organisations
- \* Funding bodies where reporting requirements apply
- \* Professional advisers
- \* Website hosting providers
- \* Email and newsletter service providers
- \* Safeguarding authorities where legally required

## Website Hosting and Infrastructure

Our website is hosted through Wix.com Ltd. Information submitted through our website may be processed and stored by Wix and its service providers in accordance with their privacy practices and applicable legal requirements.

## 8. Safeguarding

Protecting children and young people is a core responsibility of CFI Academy CIC.

Personal information may be processed where necessary to:

- \* Protect participants' welfare
- \* Meet safeguarding obligations
- \* Respond to concerns or incidents
- \* Comply with statutory guidance and legal requirements

Where necessary, information may be shared with appropriate authorities.

## 9. Data Retention

We retain personal information only for as long as necessary to fulfil the purposes for which it was collected, including:

- \* Programme administration
- \* Safeguarding requirements

- \* Funding and reporting obligations
- \* Legal and regulatory compliance

Information will be securely deleted or anonymised when no longer required.

## 10. Cookies

Our website may use cookies and similar technologies to:

- \* Maintain website functionality
- \* Improve user experience
- \* Analyse website performance
- \* Monitor website usage

As our website is hosted on Wix, certain essential cookies may be placed automatically.

Where required, visitors will be asked for consent before non-essential cookies are used.

## 11. International Data Transfers

Some service providers may process personal information outside the United Kingdom.

Where international transfers occur, we will ensure appropriate safeguards are in place in accordance with UK GDPR requirements.

## 12. Data Security

We implement appropriate technical and organisational measures to protect personal information from:

- \* Unauthorised access
- \* Loss
- \* Misuse
- \* Disclosure
- \* Alteration

However, no online system can guarantee absolute security.

## 13. Your Rights

Under UK GDPR, you have the right to:

- \* Access your personal information
- \* Correct inaccurate information
- \* Request deletion of information
- \* Restrict processing
- \* Object to processing
- \* Withdraw consent
- \* Request data portability where applicable

Requests can be made using the contact details below.

## 14. Children's Privacy

Where we work with children and young people, we take additional steps to protect their privacy and personal information.

Parental or guardian consent will be obtained where required by law or where appropriate for participation in programmes and activities.

## 15. Changes to This Privacy Policy

We may update this Privacy Policy periodically.

Any updates will be published on this page with a revised "Last Updated" date.

## 16. Contact Us

If you have questions about this Privacy Policy or how your personal information is handled, please contact:

CFI Academy CIC  
103 High Street  
Crawley  
West Sussex  
RH10 1DD  
United Kingdom

Email: [info@cfimedia.org](mailto:info@cfimedia.org)

If you remain dissatisfied with our response, you may contact the Information Commissioner's Office (ICO):

[[www.ico.org.uk](http://www.ico.org.uk)](<http://www.ico.org.uk>)