

Who We are

Facilities by ADF PLC (company number 13761460) is made up of its wholly owned subsidiaries CAD Services Ltd (company number 4533535) and Location One Ltd (company number 05949293). Our registered address is Facilities by ADF PLC, Ground Floor, 31 Oldfield Road, Bocam Park, Bridgend, CF35 5LJ.

Facilities by ADF PLC provides serviced vehicle hire for television and film productions in the UK and Europe, specialising in on-location support for dramas and major features. Complimentary to this, shoot hire experts, Location One Ltd supply sustainable location equipment and services.

Website details:

<https://facilitiesbyadf.com/>

<https://locationone.co.uk/>

Introduction

We are committed to lawful, fair and transparent processing of all personal data about our employees, workers, customers, suppliers and other third parties during the course of our business activities. We will always comply with any applicable data protection legislation and we will ensure that collection and use of personal data is carried out in accordance with applicable data protection laws. The main laws governing data protection are the General Data Protection Regulation (Regulation (EU) 2016/679 of 27 April 2016) known as the “GDPR”, as it now applies in the United Kingdom post-Brexit, and the Data Protection Act 2018.

This privacy policy also relates to information you provide to us through email, phone, via our website or other correspondence or information that is provided to us from other sources.

Our website may contain links to other Websites. The information practices or the content of such other Websites are governed by the privacy statements of such other Websites. We encourage you to review the privacy statements of other Websites to understand their information practices.

We comply with current requirements to notify our data processing activities to the Information Commissioner’s Office and are registered under numbers:

Facilities by ADF PLC: ZB317579 / CAD Services Ltd: ZA314570/ Location One Ltd: ZA491764

Source of data

If you have not provided your personal data directly to Facilities by ADF PLC, please be informed that we may have obtained your personal data from:

- (i) Location One Ltd (a subsidiary of Facilities by ADF plc) who in turn will have ensured that your consent has been obtained if this is required. Information on Location One including their Privacy Policy, can be found here: <https://locationone.co.uk/privacy-policy/>
- (ii) third-party sources, such as public databases, third-party data providers and marketing publications (e.g. Production Manual). Where applicable, we take steps to ensure that such third parties are legally or contractually permitted to disclose such information to us. We use this information to enhance our ability to provide relevant marketing and content to you and to develop and provide you with more relevant products, features, and services.
- (iii) recruitment agents and/or platforms (such as Hiring Wizard) who in turn will have ensured that your consent has been obtained. We encourage you to review the privacy statements of other Websites to understand their information practices.

What data do we process?

Depending on the exact services used by you and your company, Facilities by ADF PLC may process some or all of the following types of data:

- Company details including company name, address, marketing preferences, email addresses, telephone numbers, VAT Registration number, Registered Company number, production title, invoicing name, address and contact details.
- Key contact (and other associated persons') details (e.g. Line Producer) including name, email address, contact telephone number.
- Transaction details including Production start/end dates, products purchased, date, time, location and period services required.
- Recruitment information including (name/contact details/career history/qualifications) from candidates applying for a vacancy via our website or via a recruitment agency/platform.
- Personal data relating to its employees to manage the employment relationship. This includes your name, address and contact details, including email address and telephone number, date of birth and gender.
- CCTV systems are in operation at some of our offices/depots, which may record images of staff and visitors. These systems are protected from unauthorised access

but may be used for the safety of our staff (e.g. lone worker protocols), incident investigation and detection and prosecution of criminal activity at our premises.

- Some of our vehicles are fitted with dashboard cameras which may record images of staff and other road users/members of the public whilst the vehicles are in use. These systems are protected from unauthorised access but may be used for accident/incident investigation and to monitor driving performance.
- The above data/information will be securely stored on our system and/or in a Customer Relationship Management system (e.g. Salesforce) and/or Financial Management Platform (e.g. SAGE) which have access controls. It may be collected directly or electronically (via JotForm for example).

Purposes for processing the data collected

Data/information supplied may be processed for the purposes of:

- Dealing with an enquiry effectively and providing a quotation for our services;
- Supplying our products/services to you (we may require your personal data to enter into an Agreement with you);
- Invoicing (contractual obligation);
- Personalising and tailoring our products/services for you;
- Replying to emails/correspondence from you;
- Supplying you with correspondence that you have opted into (you may unsubscribe or opt-out at any time by clicking the link in our emails or contacting us);
- Analysis and gathering feedback to enable us to continually improve our website and services;
- Marketing and commercial communication (you may unsubscribe or opt-out at any time by clicking the link in our emails or contacting us);
- Recruitment purposes and managing the employee relationship (e.g. information on shift pattern and start times).
- Keeping employees and workers updated on company

In each case the data processing may take place at any time during the course of the above processes and may continue after the Agreement has ended for limited purposes (invoicing cycle, compliance with legal, fiscal and/or contractual requirements including internal audit).

Marketing

Facilities by ADF PLC may send marketing and information correspondence (e.g. email/newsletter) to individuals within your organisation on services we feel may be of interest or relevant compliance updates; individuals are free to withdraw their consent/opt-out at any time. Consent may also be withdrawn at any time by your company's authorised representative. Marketing platforms such as Mail Chimp/Active Campaign are sometimes

used for marketing campaigns. We encourage you to review the privacy statements of other Websites to understand their information practices.

Sharing your data with third parties

Your personal data that are collected may be transferred within our group of companies for the purposes specified above.

Marketing platforms such as Mail Chimp are sometimes used for marketing campaigns. We encourage you to review the privacy statements of other Websites to understand their information practices.

Your information is stored in line with our data retention policy on a secure server which is backed up off site and managed by external IT Company ITCS. Information on ITCS including their Privacy Policy, can be found here: <https://www.itcs.co.uk/>

We will not disclose your Personal Data without your permission unless we are legally entitled or required to do so.

How long will Facilities by ADF PLC hold your information?

We will hold your personal information on our systems in accordance with our retention policies, and for no longer than necessary for the purpose of the supply of goods or services and to meet with compliance obligations.

Changes to this privacy statement

This Privacy Policy may be updated from time to time so you may wish to check it each time you submit personal data to Facilities by ADF PLC.

Your rights – Access and Deletion

You have the right of access to your Data collected through Facilities by ADF PLC as well as the right to request correction or deletion of such Data (but only where it is no longer required for a legitimate or contractual business purposes). We are required to authenticate any requests for personal information and will request two forms of approved identification before we process the request.

Cookies and Tracking

Like many websites, we use “cookies” to enable us to personalise your visits to our Site, keep track of your preferences and to track the usage of our Site. Please refer to our Cookies Statement for more information on how we use Cookies.

Who shall I contact for more information?

You can contact our Chief Operating Officer:

James Long

Tel: +44 (0)1656 725560/ +44(0) 1932 361500

E-mail: James.long@facilitiesbyadf.com