DATA PROTECTION POLICY

Fresh Film | Reviewed 2026

Policy lead: Laura Wilkinson, Company Manager

Purpose

Fresh Film uses personal information to run its film programmes and festival, communicate with participants and families, and manage its staff and day-to-day work. This policy applies to anyone handling personal information for Fresh Film, whether it is stored digitally or on paper.

Our approach

We collect only information we need for a clear purpose, use it fairly and lawfully, keep it accurate, protect it appropriately, and do not keep it longer than needed. We explain relevant uses of information in our privacy notices and respect people's rights under data protection law. We take particular care with information about children and with sensitive information.

How we protect information

Personal information is accessible only to those who need it for their work. Staff use approved work accounts and systems, keep passwords private, and take reasonable steps to prevent loss or unintended sharing. Information is shared with others only where there is an appropriate reason and legal basis. When using external services, we consider how they protect the information entrusted to them.

Children and safeguarding

We handle children's information in line with our Welfare and Child Protection Policy. Any request to share or access a child's information is considered carefully, with the child's rights and best interests in mind. A parent or guardian is not automatically entitled to every record about a child.

Requests and questions

People may ask to access or correct their personal information and may have other rights depending on the circumstances. Requests and questions can be sent to info@freshfilm.ie. Laura Wilkinson, Company Manager, coordinates the response. We verify identity when appropriate and respond within the time required by law, generally one month for access requests.

If something goes wrong

Anyone who becomes aware of lost information, an email sent to the wrong person, or another possible personal data breach should tell Laura or Fresh Film management promptly. Fresh Film will assess what happened, act to limit any harm, keep a record and notify the Data Protection Commission or affected people when the law requires it. A reportable breach must generally be notified to the Commission within 72 hours of awareness, where feasible.

Review

Fresh Film reviews this policy when its work or data handling changes and keeps its privacy information and related safeguarding procedures under review.