

Clear Focus Productions Privacy Notice

This privacy policy will explain how our organization uses the personal data we collect from you during the course of our production work.

What data do we collect?

Our Company collects the following data:

- Personal identification information - your name, email address, phone numbers, work and/or home address if relevant.
- Bank details where payments are to be made.
- Signatures, where release forms are required.

How do we collect your data?

You directly provide Our Company with most of the data we collect. We collect data and process data when you:

- Provide information relating to filming or audio recording we will be doing with you, or any services you will be providing relating to such filming or audio recording.
- Sign a release form relating to such filming or audio recording.
- Provide bank details in relation to any payments we may make to you.

How will we use your data?

Our Company collects your data so that we can:

- Organise filming and audio recording dates, places and times.
- Make payments consequential on such filming or audio recording.

Our Company may be required to share data with the organisation(s) that have commissioned the filming, and this is specifically the case where the commissioner is The Open University. When such information is shared, it will be securely stored by The Open University, and used only in relation to the specific commission for which the filming/audio recording was done.

How do we store your data?

Our Company securely stores your data at 53 Lime Walk, Headington, Oxford.

Personal data is held in encrypted files on password protected devices.

Electronic data and hard copies, where they are required to be retained e.g. invoices, are stored in locked and secure locations.

Information is retained only for the duration of the particular OU productions, with the exceptions of invoices, which HMRC require us to keep for 7 years.

What are your data protection rights?

Our Company would like to make sure you are fully aware of all of your data protection rights. Every user is entitled to the following:

The right to access – You have the right to request Our Company for copies of your personal data. We may charge you a small fee for this service.

The right to rectification – You have the right to request that Our Company correct any information you believe is inaccurate. You also have the right to request Our Company to complete the information you believe is incomplete.

The right to erasure – You have the right to request that Our Company erase your personal data, under certain conditions.

The right to restrict processing – You have the right to request that Our Company restrict the processing of your personal data, under certain conditions.

The right to object to processing – You have the right to object to Our Company's processing of your personal data, under certain conditions.

The right to data portability – You have the right to request that Our Company transfer the data that we have collected to another organization, or directly to you, under certain conditions.

If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact us at our email: data@clearfocusproductions.ltd.uk

Changes to our privacy policy

Our Company keeps its privacy policy under regular review and places any updates on this web page. This privacy policy was last updated on 2nd June 2026.

How to contact us

If you have any questions about Our Company's privacy policy, the data we hold on you, or you would like to exercise one of your data protection rights, please do not hesitate to contact us.

Email us at: info@clearfocusproductions.ltd.uk

Call us: 01865 744722

Or write to us at: Clear Focus Productions Ltd, 53 Lime Walk, Headington, Oxford OX3 7AB

How to contact the appropriate authority

Should you wish to report a complaint or if you feel that Our Company has not addressed your concern in a satisfactory manner, you may contact the Information Commissioner's Office. Our ICO Reference number is ZA534391.