



Milk Visual Effects – Privacy Policy

Revision 004 – 15th May 2018

We store different data for different people;
Privacy Policy for Professional contacts and Privacy Policy for Applicants.

PRIVACY POLICY FOR PROFESSIONAL CONTACTS

Here at Milk VFX, we store professional contact information for the purposes of business development and client relations. All data stored is relevant to business our operation.

Milk's policy is to store your information for **5 years** from date of consent.
By agreeing to Milk's Privacy Policy, you understand and accept the information as below:

Your right of Access

You have the right to request a copy of the information that we are storing about you.
You can do so by e-mailing gdpr@milk-vfx.com.
Please allow up to 20 working days for a response.

Your right to Rectification

You have the right to rectify any of your supplied information that we are storing.
You can do so by e-mailing gdpr@milk-vfx.com.
Please allow up to 20 working days for a response.

Your right to be forgotten

You have the right to have your information permanently deleted.
You can request this by e-mailing gdpr@milk-vfx.com.
Please allow up to 20 working days for confirmation that this has happened.

Data Retention

Your data will be stored on our database for 5 years from date of consent. After this, your information will be permanently deleted in way that complies with data protection law.
If we feel it necessary to keep your information for longer and wish to renew the timeframe, we will notify you in writing.

Passively Sourced Contacts

If your information has been passed to us by way of recommendation, you will be notified via e-mail within **one month** of the information being stored. You are attributed the same access, rectification and deletion rights as above.

Where we store your information

Here at Milk VFX, we use a tool called Pipedrive to store our client contact information. Pipedrive is fully GDPR compliant.

The database is a fully secured cloud-based application and is accessible only by production and new business employees of Milk VFX who have a need for such information.

You can read more about Pipedrive's business privacy policies [here](#).

What information we store and why

Entity	Purpose
Name	This is so that we can know how to address you
Phone Number	This is so that we may contact you when appropriate
E-mail	This is so that we may contact you when appropriate
Job Title	This is to ensure we are contacting the correct person within your organisation
Contact known for	This is so that we know what your previous work includes for reference
Organisation (if applicable)	This is so that we know which organisation you are conducting your enquiries on behalf of

Please note that Milk VFX will **never** share your information with a third-party company. All information provided is stored in a secure manner and is used for client relations and business development only.

If you have any further questions about how Milk stores and uses your information, please e-mail gdpr@milk-vfx.com.

Please allow up to 20 working days for a response.

PRIVACY POLICY FOR APPLICANTS

Here at Milk VFX, we store applicant data for recruitment purposes. All data stored is relevant to the application process.

Milk's policy is to store your information for **12 months** from point of application.

By agreeing to Milk's GDPR policies, you understand and accept the information as below:

Your right of Access

You have the right to request a copy of the information that we are storing about you.

You can do so by e-mailing gdpr@milk-vfx.com.

Please allow up to 20 working days for a response.

Your right to Rectification

You have the right to rectify any of your supplied information that we are storing.

You can do so by e-mailing gdpr@milk-vfx.com.

Please allow up to 20 working days for a response.

Your right to be forgotten

You have the right to have your information permanently deleted.

You can request this by e-mailing gdpr@milk-vfx.com.

Please allow up to 20 working days for confirmation that this has happened.

Data Retention

Your data will be stored on our database for 12 months from point of application.

After this, your information will be permanently deleted in a GDPR compliant manner.

If we feel it necessary to keep your information for longer, and wish to renew the timeframe, we will notify you in writing.

Passively Sourced candidates

If your information has been passed to us by way of recommendation or other, you will be notified via e-mail within **one month** of the information being stored. You are attributed the same access, rectification and deletion rights as any other applicant.

Where we store your information

Milk VFX uses applicant tracking system (ATS) Monday.com who are fully GDPR compliant. Our ATS use Amazon EU servers (AWS). AWS complies with the EU-U.S. Privacy Shield Framework as set forth by the U.S. Department of Commerce permitting the collection, use, and retention of personal information transferred from the European Union to the United States.

You can learn more about [Amazon and EU-U.S Privacy Shield here](#).

The database is a fully secured cloud-based application and is accessible only by employees of Milk VFX who have a relevant input to the recruitment process.

Once your application via recruitment@milk-vfx.com is received, it is processed into our ATS and the original application is permanently deleted from our mail server.

What information we store and why

Entity	Purpose
Name	This is so that we can know how to address who we are dealing with, and so that we can tell candidates apart
E-mail Address	This is so that we can contact you if we have any further questions or wish to progress your application further
Phone Number	This is so that we may phone you if we are urgently looking to fill a position and wish to invite you in for an interview
Country of Origin	This is so that we can ascertain your right to work in the UK. This information may also be used in an anonymous manner to create reports on applications
Date of application	This is so that we can know how recent your application is. This is important so that we can ensure that our GDPR policies are being met
Showreel link	This is so that we can review your showreel as part of the candidate review process
CV Files	This is so that we can review your CV as part of the candidate review process

Please note that Milk VFX will **never** share your information with a third-party company unless required to do so by law. All information provided is stored in a secure manner and is used for recruitment and application reporting only.

If you have any further questions about how Milk stores and uses your application information, please e-mail gdpr@milk-vfx.com. Please allow up to 20 working days for a response.