

## **Surrey Film Office Terms and Conditions**

### **Declaration and Data Protection Act 1998: Important**

Please read carefully. Failure to accept points 1 - 10 means that we will not be able to register your location on our database or offer you opportunities to feature in our marketing and promotional material. The Surrey Film Office is owned and operated by Surrey County Council.

(1) I confirm that I am the properly authorised representative for the location(s) as named on this form, and hereby declare that all the information I have provided, is to the best of my knowledge, true.

(2) I give permission for all the information I have provided (including all associated photographic material) to be held on a computerised, online database maintained in accordance with the terms of the Data Protection Act, 1998.

(3) I agree that the Surrey Film Office may publish the information provided, excepting full home postal address and home telephone number on its own and associated websites.

(4) I confirm that I have the right to assign the use of these materials free of any copyright restrictions for the purpose of promoting the use of the above named location.

(5) I understand that the Surrey Film Office will make every effort to ensure the accuracy of the information contained on the database, and will take all reasonable steps to verify the bona fides of persons requesting from the database.

(6) I understand that the Surrey Film Office will not have any liability to the location owners for any loss, damages, costs or expenses which the location owner suffers or incurs as a result of providing the above information or as a result of any arrangements the location owner may make with third parties introduced through the Surrey Film Office for the use of their property as a location.

(7) I have the right to cancel my registration at any time.

(8) The Surrey Film Office reserves the right not to include in the database and/or website some or all of the information supplied on or provided pursuant to this registration.

(9) In accordance with the requirements of the Data Protection Act 1998, the Surrey Film Office needs to obtain your consent to contact you by post, phone, fax or email for a range of purposes. The Surrey Film Office will contact you when we receive film enquiries relating to your property and to ensure that your location record is up-to-date. From time to time the Surrey Film Office may want to contact you by phone, fax, email or letter about events, activities, publications and our other services that may be of interest to you.