

Video and Photography Privacy Notice

V1.0_092026

Tecknuovo Limited ("we", "us" or "our") may occasionally take photographs, video footage and audio recordings at our offices, company events, customer events, training events and other business activities. This notice applies to our visitors, customers, suppliers, partners and any other event attendees.

This notice explains how we may use those images and recordings when you visit our offices or participate in events, meetings or activities where photography or filming is taking place.

Collection of Information

Where photography, filming or recording is taking place, we may collect:

- Photographs in which you are identifiable.
- Video footage in which you are identifiable.
- Audio recordings in which your voice may be recorded.
- Associated metadata relating to the recording, such as date, time, location and event details.

Use of photographs and recordings

Photographs, videos and recordings may be used for:

- Internal communications.
- Company presentations.
- Bid and proposal submissions.
- Recruitment and employer-branding activities.
- Marketing and promotional activities.
- Social media channels.
- Our website.
- Public relations and corporate communications.
- Maintaining records of business events and activities.

We are not obliged to use any particular photograph or recording and may choose not to publish content that has been captured.

Our lawful basis for processing

Under the UK GDPR, we generally process photographs, video footage and recordings under the lawful basis of legitimate interests.

Our legitimate interests include:

- Promoting our business, services and events.
- Communicating with customers, suppliers, partners and stakeholders.
- Supporting recruitment and employer-branding activities.
- Showcasing our company culture and business activities.
- Maintaining records of business events and activities where appropriate.

Where a different lawful basis is required, we will rely upon that basis and provide any additional information required by law.

Transparency and filming notices

Where reasonably practicable, we will endeavour to make photography and filming activities clear through signage, event communications, announcements or other appropriate notices.

Where photography or filming is taking place within our offices or event spaces, visitors may also be directed to areas where filming is not taking place where reasonably practicable

Your rights

You may:

- Request access to personal data we hold about you.
- Request correction of inaccurate information.
- Object to processing based on legitimate interests where there are reasons relating to your particular circumstances.
- Request that we cease future use of photographs or recordings where appropriate and practicable.

We will consider any request in accordance with applicable data protection legislation.

Please note that once material has been published, particularly online, it may not always be possible to remove all copies or instances of that content.

Retention

Retention periods vary depending on the nature of the material and the purpose for which it is used.

We will retain photographs, recordings and associated data in accordance with our retention schedule and legitimate business requirements, after which they will be securely deleted or anonymised where appropriate.

Sharing Information

Photographs and recordings may be shared with:

- Marketing and communications providers.
- Website and social media platforms.
- Professional advisers.
- Customers and business partners where relevant to a business activity.
- Service providers supporting our business operations.

Where third parties process personal data on our behalf, we require them to protect that information appropriately and process it only in accordance with our instructions.

Our contact details

If you have any questions about this notice or wish to exercise any of your rights, please contact:

Data Protection Officer
compliance@tecknuovo.com

You also have the right to raise concerns with the Information Commissioner's Office (ICO).