



MOUNT PLEASANT STUDIOS LTD

Privacy Notice

Last updated 24 September 2026

This notice explains how Mount Pleasant Studios Limited (“MPS”, “we”, “us”) collects and uses personal information about the people we deal with: our customers and their production teams, people who enquire about the studio, visitors to the studio and our website, and our suppliers and freelancers.

We are the controller of this information for the purposes of UK data protection law, including the UK General Data Protection Regulation and the Data Protection Act 2018.

CONTACT US

Email

simon@mountpleasantstudio.com

Telephone

020 7837 1957

Post

51-53 Mount Pleasant
London WC1X 0AE

1 Who we are and how to contact us

Mount Pleasant Studios Limited, company number 01952431, registered office 51-53 Mount Pleasant, London WC1X 0AE.

For any question about this notice or your personal information, contact us at simon@mountpleasantstudio.com or on 020 7837 1957, or write to us at the address above.

2 What information we collect

Enquiries and bookings. Names, job titles, company names, email addresses and telephone numbers of the people who contact us or book the studio, together with the details of the booking and our correspondence with you.

Invoicing and payment. Billing contacts, invoice and payment records, and bank details where you pay by bank transfer. Direct Debit payments are processed by GoCardless, which collects and holds the payment details needed to take them.

Production teams and visitors. Names and contact details of crew, cast and other people attending a shoot, where your production shares them with us (for example on a call sheet), and any information needed to manage access to the building and safety on site.

Accidents and incidents. Details of any accident or incident at the studio, recorded in our accident book as the law requires. This may include information about injuries.

Photographs and video. Behind-the-scenes photographs or video of the studio in use, which we take only with the customer's permission (see section 3).

Our website. Information you send us through the website enquiry form. Our website also uses cookies: some are needed for the site to work, and others are set by Google Analytics to tell us how the site is used, such as pages viewed, how visitors found the site, and the approximate location and type of device used. Google Analytics does not tell us who you are. You can block or delete cookies through your browser settings and through the cookie banner on our website.

Suppliers and freelancers. Contact, payment and invoicing details of the individuals and businesses who supply us with goods and services.

We do not seek to collect special category information (such as health information) except in the accident book.

3 How we use your information, and our lawful basis

WHAT WE DO	WHY WE ARE ALLOWED TO
Responding to enquiries and preparing quotes	Our legitimate interest in running our business, or steps you ask us to take before entering into a contract
Taking and managing bookings, supplying the studio, equipment and services	Performance of our contract with the customer, and our legitimate interest in dealing with the customer's team
Invoicing, taking payment and chasing unpaid sums	Performance of the contract, and our legitimate interest in being paid
Keeping accounting and tax records	Legal obligation
Keeping the building and the people in it safe, including the accident book	Legal obligation (health and safety) and our legitimate interest in security
Publishing behind-the-scenes images to promote the studio	Our legitimate interest in marketing the studio, only with the customer's permission, and consent from anyone who is clearly identifiable
Naming customers in client lists	Our legitimate interest in marketing the studio. Customers can ask not to be named at any time
Sending occasional news about the studio	Consent, or our legitimate interest in keeping in touch with existing customers. Every email includes a way to unsubscribe
Understanding how our website is used	Our legitimate interest in improving the website, and consent where the law requires it for cookies
Dealing with legal claims, insurance and professional advice	Our legitimate interest in protecting the business

Where we rely on legitimate interests, we have considered whether they are outweighed by your interests and rights, and concluded that they are not. You can object at any time (see section 7).

4 Who we share your information with

We do not sell personal information. We share it only where needed with:

- **Service providers who help us run the business:** Google (Google Workspace for email and file storage, and Google Analytics for website statistics), Xero (accounting software), GoCardless (Direct Debit payments), Fast Generations Ltd (our website host), and IT support. They act on our instructions.
- **Suppliers involved in your booking:** for example lighting and camera hire companies or caterers, where you have asked us to arrange their services.
- **Our professional advisers:** accountants, solicitors and insurers.
- **A buyer of the business:** if MPS or its business is sold or restructured, personal information may be shared with a prospective buyer and their advisers, under confidentiality, and transferred to the new owner.
- **Authorities:** the police, HMRC or other public bodies where the law requires it, or to prevent or detect crime.

5 International transfers

Some of our service providers, including Google, store or process information outside the UK, for example in the United States. Where they do, we rely on UK adequacy regulations or on appropriate safeguards, such as the UK International Data Transfer Addendum or equivalent contractual terms. Contact us for more information.

6 How long we keep it

INFORMATION	HOW LONG
Booking, invoicing and accounting records	Six years from the end of the financial year they relate to, as required for tax and company law purposes
Enquiries that do not lead to a booking	Two years from our last contact
Accident book entries	At least three years, and longer where a claim may be made
Marketing contacts	Until you unsubscribe or ask us to stop
Behind-the-scenes images	For as long as we use them to promote the studio

After these periods we delete information securely or anonymise it.

7 Your rights

You have the right to:

- ask for a copy of the personal information we hold about you;

- ask us to correct information that is wrong or incomplete;
- ask us to delete information, or to restrict how we use it, in certain circumstances;
- object to our use of your information where we rely on legitimate interests, and at any time to direct marketing;
- ask us to transfer information you gave us to another organisation, in certain circumstances;
- withdraw your consent at any time, where we rely on consent.

To use any of these rights, contact us using the details in section 1. We will respond within one month. There is normally no charge.

8 Complaints

If you are unhappy with how we have handled your personal information, please tell us first, using the details in section 1. We will acknowledge your complaint within 30 days, look into it, and tell you the outcome without undue delay.

You also have the right to complain to the Information Commissioner's Office (ICO), the UK regulator for data protection: www.ico.org.uk, telephone 0303 123 1113.

9 Security

We take appropriate technical and organisational measures to protect personal information against loss, misuse and unauthorised access, including password-protected systems and restricting access to those who need it.

10 Changes to this notice

We may update this notice from time to time. The current version is always on our website, with the date it was last updated.