

## User Lock Box Functionality

Thanks for registering on Filming in England's National Crew Directory. Your privacy matters to us, and that's why we've made sure you have more control over your personal information than ever before. Our registration ensures that your personal information remains private based on your individual preference.

### Secure Your Privacy

When you initiate your Filming in England profile, you will first be asked to provide your contact/personal information. This is so we can ensure we can connect you with industry opportunities as and when they arrive. However, in this section you can make information private or public for industry to contact you directly by use of the lockbox function.

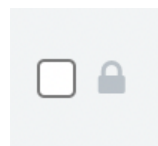
The lock box function is designed to ensure you are only publicly disclosing information on the Filming in England National Crew Directory that you are happy to share.

All of the information in this section, including address, phone number, email address (excluding name and suffix) is automatically defaulted to **private**. This is demonstrated via the blue tick box beside each lock symbol.

If this box has a blue tick, information will remain private.



If the box is empty, information will be public.



Should you wish to make certain fields/information public, simply untick the relevant box. Once you're happy, complete the section and make sure to save!

Please note that whilst our lockbox functionality enables personal information submitted during registration to remain hidden, any similar private information displayed on your CV will be publicly accessible. At Filming in England, we encourage you to consider what information you are sharing when uploading any CV/portfolio materials.



# Filming in England

Any publicly disclosed information enables employers to contact you at their own discretion. However, if you decide to not publicly disclose contact information, employers can request it via our bespoke crewing service.

If you have any questions, please don't hesitate to contact our Crewing Team:

[samantha.rifkin@creativeengland.co.uk](mailto:samantha.rifkin@creativeengland.co.uk) or [marc.gallagher@creativeengland.co.uk](mailto:marc.gallagher@creativeengland.co.uk).

