

Contributor Privacy Notice

This Privacy Notice is for individuals who are contributing to our programmes. It explains the type of information we process, why we are processing it and how that processing may affect you. You will also find some more details as to how we are processing, using and disclosing your details in your Contributor Release Form relating to the specific programme (to be provided to you prior to you contributing to the programme).

1. “Personal Data” - why we process it

We process data for the legitimate purposes of our business including for production, broadcasting, distribution and marketing.

2. What data we hold, where the data comes from and who sees it

Some of the personal data that we process about you comes from you. For example, your name, age and email address. Other personal data about you is generated in the course of you taking part in a specific production / programme.

Your personal data may be seen internally by relevant people working on the programme. We may also pass your data outside the organisation, for example to our broadcasters, or for distribution and marketing purposes. Examples of how we may use your data in relation to the programme are as follows:

- (a) To assess your suitability to appear in the programme;
- (b) To be shared with members of the programme production team and relevant members of staff at the commissioning broadcaster and, in terms of health and criminal records information, we may share information with our insurers (and the commissioning broadcaster’s insurers);
- (c) To be used in order to safeguard your welfare as well as the welfare of other contributors taking part in the programme;
- (d) To be shared with our professional advisers and the commissioning broadcaster;
- (e) To verify your age, identity and other information as we may need to assess regarding your suitability for appearing in the programme;
- (f) To deal with complaints arising in relation to the programme.

We will also keep your details on file for the purposes of future series of the programme, if there is a likelihood that you may partake in such future series.

3. How long do we keep data

There is no specific period but we will not keep it for longer than is necessary for our purposes. In general, we will keep your personal data for so long as you take part in a production and for a period afterwards while the production is still available for broadcast (for example, we may need to refer back to your Release Form in relation to future transmissions of the programme).

4. Transfers of data outside the EEA

If you featured in a production, the data contained in your performance may be transferred out of the EEA for distribution and marketing purposes, and if we are dealing with a US based broadcaster, we may need to pass your details to them for their own information.

5. How We Use Sensitive Personal Information

Some special categories of personal data, such as information about health or medical conditions, is processed to assess your suitability to participate in the programme, or may be the subject matter of the programme. If we are filming with your children, information about them would also be classed as sensitive data.

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We also sometimes use other special categories of personal data, such as information about ethnic origin, sexual orientation, health or religion or philosophical belief, for the purposes of meaningful equal opportunities monitoring or reporting. Data used for these purposes is anonymised or is collected with the express consent. You are entirely free to decide whether or not to provide such data and there are no consequences of failing to do so.

6. How do we protect data?

We take the security of your data seriously. The Company has internal policies and controls in place to prevent your data being lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties. Extra safeguards are taken in the case of sensitive data.

When we engage third parties to process personal data on its behalf, we do so on the basis of written instructions, and that they are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

7. Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request (known as a “data subject access request”);
- require us to change incorrect or incomplete data;
- request erasure of your personal information. This enables you to ask us to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where we are relying on its legitimate interests as the legal ground for processing; and
- ask the Company to suspend the processing of your personal data for a period of time if data is inaccurate or there is a dispute about its accuracy or the reason for processing it.

8. Contact details

In processing your personal data, we act as a data controller. Our contact details are as follows:
[email].

9. Status of this notice

This notice does not form part of your Release Form and does not create contractual rights or obligations. It may be amended by us at any time.