

Contributor Release – Privacy Notice (v 21.8.18)

- 1. Data collected and how it was obtained.** This privacy notice aims to give you information on how the Production Company as Data Controller has collected and will process the personal data collected about you on the Contributor Release form.
- 2. How we will use your personal data.** We will only use your personal data when the law allows us to (i) on the basis of your consent (ii) where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests, and (iii) where we need to comply with a legal or regulatory obligation.

Purpose of processing your data	Data	Lawful basis for processing & if applicable basis of legitimate interest
Specified Activities for the Purpose (as defined in the Contributor Release).	Personal data as defined in the Contributor Release	Consent
Managing our relationship with you, including (i) notifying you of changes to our privacy policy (ii) storing your contact details so that we can contact you (ii) keeping a record of your consent.	Contact data as set out in the Contributor Release such as name, email, and telephone number.	Necessary for our legitimate interests (to maintain a record of your contact details in case we need to contact you regarding your Personal Data; to keep our records updated). Necessary to comply with a legal obligation.

Change of purpose. We will only use your personal data for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If you wish to get an explanation as to how the processing for the new purpose is compatible with the original purpose, please contact us. If we need to use your personal data for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so. Please note that we may process your personal data without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

- 3. Disclosures of your personal data.** We may have to share your personal data with the parties set out in the Contributor Release. We require all third parties to respect the security of your personal data and to treat it in accordance with the law. We do not allow our third-party service providers to use your personal data for their own purposes and only permit them to process your personal data for specified purposes and in accordance with our instructions
- 4. International transfers.** We will not transfer your contact data outside the European Economic Area (EEA). Your Personal Data as used for the Purpose may be transferred outside of the EEA.
- 5. Data security:** We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal data on our instructions and they are subject to a duty of confidentiality. We have put in place procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.
- 6. Data retention:** We will only retain the Personal Data and your contact details for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

7. Your personal data rights. Under certain circumstances include a right to:

- **Request access** to your personal information. This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing.
- **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground.
- **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- **Request the transfer** of your personal information to another party.
- **Withdraw consent at any time** in relation to our use of the Personal Data for the Purpose, in relation to which are relying on consent to process your personal data. However, this will not affect the lawfulness of any processing carried out before you withdraw your consent. We will advise you if this is the case at the time you withdraw your consent.

If we receive notification that you have withdrawn your consent to the use of your Personal Data for the Purpose, we will no longer process the Personal Data for the Purpose and, subject to our retention policy, we will dispose of the Personal Data and contact details securely. However, this will not affect the lawfulness of any processing carried out before you withdraw your consent.

No fee usually required and what we may need from you. You will not have to pay a fee to access your personal data (or to exercise any of the other rights). However, we may charge a reasonable fee if your request is clearly unfounded, repetitive or excessive. Alternatively, we may refuse to comply with your request in these circumstances. We may need to request specific information from you to help us confirm your identity and ensure your right to access your personal data (or to exercise any of your other rights). This is a security measure to ensure that personal data is not disclosed to any person who has no right to receive it. We may also contact you to ask you for further information in relation to your request to speed up our response.

Time limit to respond. We try to respond to all legitimate requests within one month. Occasionally it may take us longer than a month if your request is particularly complex or you have made a number of requests. In this case, we will notify you and keep you updated.

8. Queries and Complaints: If you have any questions or complaints please contact us using the details set out in the Contributor Release. If we cannot resolve your complaints you have the right to make a complaint at any time to the Information Commissioner's Office (www.ico.org.uk).