

Privacy Notice

Potential Contributors

What is the purpose of this notice?

We want to hold your information in a transparent way and not hold more of your data than is necessary. Your privacy is important to us and this privacy notice describes how we collect and use personal information about you during and after your interactions with us. It details how we use that data, your rights and how the law protects you. This notice has been created in accordance with the General Data Protection Regulation (GDPR). We may update this notice at any time.

Who collects my data?

[IWC Media Limited] is the 'data controller' in respect of your personal data. This means that we are responsible for deciding how we hold and use personal information. In the event that you have data concerns you should address them, in the first instance, to our Legal and Business Affairs department who can be reached at our [Glasgow Office on 0141 353 3222].

What personal data does the Company collect?

We have put together a table in the Appendix that shows the variety of ways that we may collect and use your personal information depending on the nature of your interaction with us.

What is the legal basis for retaining and processing this data?

We may collect, retain and hold your information where you have a) given us direct permission to do so; b) where we are fulfilling the terms of an agreement with you; c) where the law requires us to do so; d) where it is necessary in our legitimate interests; and/or e) where there is substantial public and commercial interest.

Where will this information be held?

This information may be held securely at our offices. It may also be uploaded to our secure internal computer and email systems and accessed by our staff and freelancers. We may also share your information with broadcasters, our professional advisors and/or production partners. On occasion, it may be necessary to transfer information outside the European Economic Area (EEA) in order to further our business interests and, where we do this, we shall ensure that we have protected this information contractually or otherwise have a lawful basis for doing so.

Who can access this data?

We will need to share your personal data with broadcasters and other third parties in order to assess your suitability for participation in programmes. With your consent we may also share your information with third parties to obtain necessary background checks or to obtain employee references, when relevant.

We may also share your data with third parties in the context of programme transmission and/or distribution (including co-producers and programme distributors) and with third parties that process data on or behalf, including in connection with payment for goods and or services.

How long will we keep you information for?

The information gathered from you will be held for no longer than is necessary for the purposes for which it is processed. The length of time we hold information will depend on the type of information provided and the purpose for which it is gathered.

Casting

Where we gather information from you for the purposes of casting we will hold this information securely until the casting process is complete and we may then add your contact details to our casting database so we can contact you if we have future shows that may be of interest to you. We will hold this contact information on our casting database for a period of three years after which this information will be securely destroyed.

Contributors

Where you appear as a contributor to one of our shows we will hold your information securely as part of our programme paperwork for as long as reasonable and, in any event, no longer than permitted by law.

What happens to data which is particularly personal to me?

Some special categories of personal data, such as information about health or medical conditions, may be provided to cast and/or film programmes or be provided in the recruitment process (such as those in relation to contributors with disabilities and for health and safety purposes). Where we process other special categories of personal data, such as information about ethnic origin, sexual orientation, health or religion or belief, we will only do so to the extent permitted by law.

To the extent possible, data that we use for these purposes will be anonymised or collected with your express consent (and such consent can be withdrawn at any time). If we collect information of this type we will ensure that it is processed lawfully, fairly and in a transparent manner and collected for a specific purpose. We will endeavour to keep such information up to date and to not hold it for longer than necessary. At any point you may request that such data is erased or amended.

Given the sensitivity of the data we will also take steps to protect the data against accidental loss, destruction or damage.

Your data rights

If you have any questions about the way we use your data, you should in the first instance address your concerns to the legal and business affairs team on [0141 353 3222] or write to our [Glasgow] office. It might be that there are steps we can take to explain or amend our processes.

You also have a qualified right under UK law to request: (i) access to your personal data; (ii) the correction or deletion of certain personal data; (iii) that we restrict the processing of data concerning you or; (iv) transfer certain data to other organisations.

We may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

Please also note that, if we have requested that you consent to the processing of your personal data you may withdraw this consent at any time by providing notice to us.

How does the Company protect data?

The Company takes the security of your data seriously. The Company has internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

Where the Company engages third parties to process personal data on our behalf, they do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

How to complain

If you have any queries or concerns about this notice or about our use of your personal information please contact our legal and business affairs department on [0141 353 8455] or write to our [Glasgow] office.

If our legal and business affairs department is not available to address your query then you can contact the Information Commissioner at <https://ico.org.uk/concerns> or telephone 0303 123 1113 for further information about your rights and how to make a formal complaint.

Appendix

The information we may collect, how we collect it and how we use it

The information we collect	How we collect it	Why we collect it and how we use it
Your name, nationality, contact details, photograph and date of birth	From you	To ensure accuracy in our programme content. To cast the programme. To enable us to process your application or to keep

		you informed about production.
Details about you relevant to the programme	From you	To establish suitability for inclusion in the programme. To carry out a fair casting process. To make an informed decision about casting.
Ethnicity	From you	To adhere to our responsibility to monitor on-screen diversity. For monitoring purpose only.
Physical and/or mental health issues	From you	To manager our duty of care to you. To make an informed decision about casting.
Information regarding criminal records (required by law or in order to enter into contracts)	From you, from Disclosure Scotland (or equivalent) and/or the Disclosure and Barring Service	To verify information. To carry out statutory checks. To make an informed decision and ensure contributors are appropriate for the programme.