

This Privacy Notice ("Notice") provides information on the personal data we collect about you, and how we will use and share your personal data when you provide, or may provide, a contribution to us.

This Notice is for a) talent who provide contributions to our productions (for example actors, musicians, presenters, writers and composers), and other individuals who provide contributions to us (for example interviewees or individuals who provide photos or the use of their property for filming purposes) ("Contributors"), and b) individuals who are applying to take part in, or who we are in communication with about potentially taking part in, one of our productions ("Potential Contributors").

1. Who collects personal data about you?

Mothership Productions Ltd ("**we**", "**our**", "**us**", "**Mothership Productions**") is the data 'controller'. This means that we are responsible for deciding how we hold and use certain information about you.

2. What personal data do we collect about you?

As a Contributor, you provide certain personal data to us as part of your contribution to one of our productions. As a Potential Contributor, you provide certain personal data to us in relation to your potential contribution to one of our productions. This could include the following categories of personal data:

- Identity Data such as your first name, last name, previous names, place of birth, date of birth, passport details and other identification documentation.
- Contact Data such as your email address, physical address, telephone numbers, social media handles, emergency contact details, next of kin, and professional and/or social network profile details.
- Financial Data such as your bank details so that we can reimburse you for your contribution (if this is part of the contractual arrangements between us).
- Physical Data such as your image, voice, photographs of yourself, views of your property and other information contained in your contribution or application (where relevant).
- Biographical Data providing information on your personal and professional life such as your age, marital status, employment status, references, living arrangements, dependants, personal relationships, family life, hobbies and interests, personality, opinions, previous appearances on television, employment history, and travel history.

In some instances, we may also collect "Special Category Data" for example to assess your suitability to contribute to developments and productions, as part of your contribution to one of our productions, to obtain insurance, or to arrange and administer medical treatment. Such Special Category Data may include:

- Diversity Data such as information on your race, ethnicity, sex life, sexual orientation, or gender identity.

- Opinion, Belief and Membership Data such as your political opinions, religious or philosophical beliefs, or trade union membership.
- Criminal Convictions Data such as information about criminal convictions, proceedings or investigations, court orders, or court proceedings.
- Health Data such as information about your health, disability, genetic or biometric data.

3. How do we use your personal data?

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

As a controller, we are required to have a lawful basis for processing your personal data. We will use the personal data we collect about Contributors for:

- *The performance of the contract and administration of the relationship between us.*

This includes processing of personal data concerning your contribution to our productions and our assessment of it. Such processing may include, where necessary, sharing your Contact Data and Financial Data with third parties for the purposes of facilitating payment of any residuals or other fees to the extent that these are payable to you in accordance with the terms of our contract. If relevant, we may also process Health Data for example to make any necessary adjustments to filming arrangements.

Lawful basis: To perform our contract with you and to comply with our legal obligations.

Where we process your Special Category Data for this purpose, one of the following grounds will also apply: (1) To fulfil our legal or regulatory obligations and exercise our rights including those as an employer (where applicable) – e.g. for the health and safety of our crew, programme contributors, and others, (2) For reasons of substantial public interest based on the law (e.g. where necessary for our health and safety obligations or for insurance purposes), (3) You have manifestly made the information public (including where you do so when participating in our productions), and (4) Where necessary for you to receive treatment from a medical professional.

- *Contacting you (or others on your behalf, such as your agent for example) in connection with your contribution in our productions.*

This includes processing Contact Data you have provided to us, including your address, phone number, or the personal data of an emergency contact or next of kin.

Lawful basis: Necessary for our legitimate interests to manage and administer our business effectively, where we consider that our legitimate interests do not override your own interests, rights and freedoms.

- *Financial planning and budgeting*

This includes processing personal data including Financial Data connected with your remuneration.

Lawful basis: Necessary for our legitimate interests to manage and administer our business effectively, where we consider that our legitimate interests do not override your own interests, rights and freedoms.

- *The creation, sale, and distribution/broadcast of a production you are taking part in.*

This includes processing of personal data connected with your contribution, such as Physical Data relating to you. Such processing shall include, where necessary, sharing your personal data with third parties for purposes of exploitation of your contribution, including the commissioning party, rights management platforms, and/or distribution agents.

Lawful basis: Necessary for our legitimate interests or those of a third party to publish your contribution as journalistic, artistic, or literary material which we believe is in the public interest and to manage and administer our respective businesses effectively and properly, where we consider that our or a third party's legitimate interests do not override your own interests, rights and freedoms.

Where we process your Special Category Data for this purpose, one of the following grounds will also apply: (1) You have manifestly made the information public (including where you do so when participating in our productions), (2) Where necessary for you to receive treatment from a medical professional, or (3) the application of the "special purposes" exemption where the processing is being carried out with a view to the publication of journalistic, academic, artistic or literary material, and we reasonably believe that the publication of the material would be in the public interest (see Special Purposes below).

- *Maintaining appropriate business records during and after your participation in a programme.*

This includes personal data relating to your contribution in one of our productions.

Lawful basis: To comply with our legal obligations and where necessary for our legitimate interests to manage and administer our business effectively, where we consider that our legitimate interests do not override your own interests, rights and freedoms.

- *Day to day business operations including marketing and travel on our behalf (where relevant).*

This includes personal data relating to your contribution in a production and may include Physical Data as well as details of travel arrangements and location.

Lawful basis: Necessary for our legitimate interests to manage and administer our business effectively, where we consider that our legitimate interests do not override your own interests, rights and freedoms.

We will use the personal data we collect about Potential Contributors for:

- *Your potential engagement.*

This includes processing of information concerning our discussions with you and/or your application to work on our productions and our assessment of it, your references, any checks we may make to verify information provided or background checks and any information connected with your right to work. If relevant, we may also process Health Data in connection with any adjustments to filming arrangements.

Legal basis for processing: To comply with our legal obligations and necessary for our legitimate interests to manage and administer our business effectively, where we consider that our legitimate interests do not override your own interests, rights and freedoms.

Where we process your Special Category Data for this purpose, one of the following grounds will also apply: (1) You have manifestly made the information public, (2) Where necessary for you to receive treatment from a medical professional, or (3) the application of the “special purposes” exemption where the processing is being carried out with a view to the publication of journalistic, academic, artistic or literary material, and we reasonably believe that the publication of the material would be in the public interest (see Special Purposes below).

- *Evaluating your potential role on a production to enable its creation, broadcast, sale and distribution*

This includes processing of information connected with your potential role including, if you are in consideration for an on-screen or voiceover role, the processing of Physical Data.

Legal basis for processing: To comply with our legal obligations and necessary for our legitimate interests to manage and administer our business effectively, where we consider that our legitimate interests do not override your own interests, rights and freedoms.

In addition, we will use the personal data we collect about both Contributors and Potential Contributors for:

- *Contacting you in relation to opportunities to contribute on further productions we may be working on.*

This includes processing your Contact Data.

Lawful basis: Consent, where we have asked for your consent to contact you for such purposes. Where we do not have your consent, we consider it is necessary for our legitimate interests to manage and administer our business effectively, including for marketing purposes, where our legitimate interests do not override your own interests, rights and freedoms.

- *Monitoring of diversity and equal opportunities.*

This may include the processing of Diversity Data. Such data will be aggregated and used for equality of opportunity monitoring purposes. We may share aggregated and anonymised diversity statistics with regulators if formally required/requested.

Lawful basis: Necessary for our legitimate interests to manage and administer our business effectively, where we consider that our legitimate interests do not override your own interests, rights and freedoms.

Where we process your Special Category Data for this purpose, one of the following grounds will also apply: (1) Your explicit consent, (2) To fulfil our legal or regulatory obligations and exercise our rights including those as an employer (where applicable) (3) For reasons of substantial public interest based on the law.

- *Physical and system security*

This includes CCTV footage and records of use of swipe cards or similar entry cards.

Lawful basis: To comply with our legal obligations and where necessary for our legitimate interests to manage and administer our business effectively, where we consider that our legitimate interests do not override your own interests, rights and freedoms.

- *Disputes and legal proceedings.*

This includes any personal data relevant, or potentially relevant, to a dispute or legal proceeding affecting us.

Lawful basis: To comply with our legal obligations and where necessary for our legitimate interests to manage and administer our business effectively, where we consider that our legitimate interests do not override your own interests, rights and freedoms.

Where we process your Special Category Data for this purpose, we consider the processing to be necessary for the establishment, exercise or defence of legal claims.

4. Who will you share my personal data with?

If you are a Contributor, we may share your personal data internally within our Company to those employees working on your production. Your personal data may also be seen by managers and administrators (including, for example, our finance team) for purposes of production, broadcasting, distribution, marketing, administration, and management. If you are a Potential Contributor, we may share your information internally within our Company to those working on your production for the purposes of deciding whether to include you in a production.

We may also share your personal data with a broadcaster or with other companies, organisations and/or individuals for the purposes of:

- The casting, development, production and/or broadcast, distribution and promotion of a programme in which you may be involved (e.g. with people working on the programme, broadcasters, investors, insurers, travel and medical service providers);
- Our internal business administration (e.g. processing contracts, making payments) – we may share your personal data with our professional advisers such as lawyers, accountants, banks and those who host our IT systems;
- Complying with our obligations under any applicable laws or as required by a court;
- Disclosing aggregated and anonymised diversity data to relevant regulators as part of a formal request.

We will only share your personal data with third parties outside of our Company where disclosure is consistent with a lawful basis for processing on which we rely and where this is legal and fair to you. We may disclose your personal data if it is necessary for our legitimate interests or the interests of a third party but will not do this if these interests are overridden by your interests and rights to privacy.

5. Transfers of personal data outside the UK

In connection with our business and for production, broadcasting, distribution, administrative, management, marketing or legal purposes, we may transfer your personal data outside the UK to members of our group or data processors in the US and on occasion other jurisdictions in which we or our data processors are established. Whenever we transfer your personal data outside the UK, we ensure a similar degree of protection is afforded to it by ensuring appropriate safeguards are implemented. Please contact us if you want further information about the specific mechanism used by us when transferring your personal data outside the UK.

6. Keeping your personal data secure

We have put in place appropriate technical and organisational 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 documented instructions and they are subject to a duty of confidentiality.

We have also put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

7. How long with you keep my personal data for?

We will keep the personal data we obtain about you for no longer than is necessary for the purposes for which it is collected and processed. In general, where you have been involved with the production of one of our programmes, we will keep your personal data for as long as the programme is being broadcast, distributed or otherwise exploited. Where you have been involved in the casting of a programme, unless you agree that we can keep your information for longer (e.g.

where you may be interested in appearing in other programmes) we will keep your personal data until such time as production is complete.

In considering how long to keep your personal data, we will take into account its relevance to our business and your contribution either as a record or in the event of a legal claim.

Some information, such as production footage of your contribution will be held indefinitely as we have an ongoing legitimate interest in retaining this.

8. Your rights

Under certain circumstances, by law you have the right to:

- **Request access** to your personal data (commonly known as a “data subject access request”). This enables you to receive a copy of the personal data we hold about you and to check that we are lawfully processing it.
- **Request correction** of the personal data 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 data. This enables you to ask us to delete or remove personal data 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 data where you have exercised your right to object to processing (see below).
- **Object to processing** of your personal data where we are relying on a legitimate interest (or those of a third party) and there is something about your situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal data for direct marketing purposes.
- **Request the restriction of processing** of your personal data. This enables you to ask us to suspend the processing of personal data about you, for example if you want us to establish its accuracy or the reason for processing it.

If you want to review, verify, correct or request erasure of your personal data, object to the processing of your personal data, or request that we restrict processing your personal data, please contact Mothership’s Head of Production in writing at privacy@mothershiptv.co.uk.

9. Special Purposes

We are required under applicable data protection legislation (in particular the UK General Data Protection Regulation (“GDPR”) and the Data Protection Act 2018 (“DPA”)) to use your personal data in accordance with the requirements of, and your rights under, applicable data protection laws (as set out above).

However, Article 85 of the GDPR and Schedule 2 Part 5 of the DPA contains an exemption which allows us and relevant third-party partners (such as the commissioning party for a production you have contributed to) not to apply aspects of this Notice and your rights where they are incompatible with the artistic purposes of the production and there is a public interest in its broadcast. This exemption is known as the “Special Purposes” exemption. As such, you should be aware that aspects of this Notice and your rights under data protection law may not apply where they are incompatible with the Special Purposes exemption. This may be relevant, for

example, where we process Special Category Data about you for the purposes of one of our productions, but it is not appropriate in the circumstances to obtain your explicit consent.

10. Who to contact with queries or if you have a complaint?

Our Head of Production is responsible for overseeing compliance with this Notice. If you have any questions about this Notice or how we handle your personal data, please contact the Head of Production at privacy@mothershiptv.co.uk. We hope that any query or concern you raise about our use of your personal data can be resolved but if not, you have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues. See <https://ico.org.uk/concerns/> or telephone: 0303 123 1113 for further information about your rights and how to make a formal complaint.

11. Changes to this Notice

This Notice does not form part of your contract and we may amend it at any time. Please check out our website www.mothershiptv.co.uk or email data for the latest version of our Privacy Notice.

12. Additional Complaints Policy

If you are concerned about how Mothership Productions has handled your personal data, you can submit a data protection complaint. Data protection complaints are dealt with by our Data Privacy Team, which is located within our parent company, BBC Studios. For information on how to raise a data protection complaint please refer to the **BBC Studios Data Protection Complaints Policy**.

The BBC Studios Data Protection Complaints Policy also outlines your rights to complain to the Information Commissioner's Office (ICO), or other local data protection regulator (if applicable) if you have raised a concern with us and feel we have not resolved it.