

This Privacy Notice explains what personal data (information) we will hold about you, how we collect it, and how we will use and may share information about you. This Privacy Notice is for individuals who we contract to work on our productions, including those in production roles and crew members.

Who collects information 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.

What information do we collect about you?

You provide certain information to us when you start working on 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 and other identification documentation.
- Contact Data such as your email address, physical address, telephone numbers, emergency contact details, next of kin, and professional and/or social network profile details.
- Employment Data such as your CV, right to work, employment history, details of references, information we may require to carry out background checks, timesheets and absence information.
- Financial Data such as your bank details so that we can reimburse you for your services.
- Physical Data such as your image, voice, or photographs of yourself.

In some instances, we may also collect “Special Category Data” for example to conduct background checks, for equal opportunities monitoring, or to make any necessary adjustments to your working arrangements. Such Special Category Data may include:

- Equal Opportunities Data such as information on your race, ethnicity, sexual orientation, or gender identity.
- 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 and disability.

While you are working on one of our productions, we may also receive information about you from others. For example, information from managers and our employees (such as those individuals involved in the production you are working on) or information about your use of our IT systems, where relevant.

How do we use your information?

We process your information for the purposes of our business, including for production, broadcasting, distribution, marketing, management, administrative and legal purposes.

As a controller, we are required to have a legal basis for processing your personal data. We will use the information we collect about you as follows:

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

This includes processing of information concerning your engagement to work on our productions and our assessment of it. Such processing may include your Identity Data, Contact Data, Employment Data and Financial Data. If relevant, we may also process your Criminal Convictions Data in relation to background checks and Health Data in connection with any adjustments to working arrangements.

Legal basis for processing: (1) To perform our contract with you, (2) To comply with our legal obligations and, (3) 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) 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), and (3) Where necessary for you to receive treatment from a medical professional.

- *Payroll Administration*

This includes processing of Financial Data connected to the payment of your fee, including bank account details and tax, NI and pension contributions (if applicable). It may also include processing of Employment Data.

Legal basis for processing: (1) To perform our contract with you, (2) To comply with our legal obligations and, (3) 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 of Financial Data connected with your remuneration.

Legal basis for processing: 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.

- *Contacting you (or others on your behalf) in connection with your engagement.*

This includes processing any Contact Data you have provided to us, including your address and phone number, emergency contact or next of kin information.

Legal basis for processing: (1) To perform our contract with you and, (2) 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.

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

This includes processing of information connected with your role on our production including any records of documents and emails created by or relating to you and information about your use of our IT systems and equipment including computers, laptops or other devices (if applicable). It may also include information relating to your compliance with our policies.

Legal basis for processing: (1) To perform our contract with you, (2) To comply with our legal obligations and, (3) 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.

- *Providing references in connection with your engagement with us where you are seeking work with other companies*

This includes processing information regarding your engagement with us, including details of your performance in relation to your role.

Legal basis for processing: Consent

- *Providing information to third parties to whom we may choose to sell, transfer, or merge parts of our business, or in connection with other transactions that we contemplate or carry out*

This includes processing information on your contract and remuneration in relation to a particular production as may be required by a prospective purchaser, seller or other relevant third party.

Legal basis for processing: 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.

- *Monitoring of diversity and equal opportunities.*

This may include Equal Opportunities Data such as your nationality, racial and ethnic origin, gender, sexual orientation, religion, disability and other information such as your age as part of diversity monitoring initiatives. Such data will be aggregated and used for equality of opportunity monitoring purposes. Please note we may share aggregated and anonymised diversity statistics with regulators if formally required/requested.

Legal basis for processing: 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 any CCTV footage and records of use of swipe cards and similar entry cards.

Legal basis for processing: To comply with our legal obligations and where it is 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.

- *Monitoring and investigating compliance with policies, rules and procedures*

This includes information regarding your use of our IT systems such as access logs, email logs, and any other relevant records of usage. It may also include CCTV footage.

Legal basis for processing: To comply with our legal obligations and where it is 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 information relevant or potentially relevant to a dispute or legal proceeding affecting us.

Legal basis for processing: (1) To comply with our legal obligations, and (2) 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.

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

This includes information relating to your contribution in a production and may include a photograph or profile of you as well as details of travel arrangements and location.

Legal basis for processing: 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.

- *Maintaining appropriate business records during and after your contract with us ends.*

This includes information relating to your contract and anything you do whilst engaged by us.

Legal basis for processing: (1) To perform our contract with you, (2) To comply with our legal obligations and, (3) 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.

Who will you share my information with?

We may share your information internally within our group to those employees working on your production (where relevant). Your information may also be seen by managers and administrators (including, for example, our finance team) for purposes of production, broadcasting, distribution, marketing, administration, and management.

We will only share your information with third parties outside our group where disclosure is consistent with a legal basis for processing on which we rely and where this is lawful and fair to you. We may disclose your information 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 in particular to privacy.

Specific circumstances in which your information may be disclosed include:

- Disclosure to external recipients of electronic communications (such as emails) which contain your information;
- Disclosure to organisations that process data on our behalf such as our payroll provider, insurers, our bank, background screening companies, and the third-party hosting provider that hosts our IT systems and data;
- Disclosure to the Disclosure and Barring Service (DBS) for the purpose of performing background screening checks;
- Disclosure of aggregated and anonymised diversity data to relevant regulators as part of a formal request;
- Disclosures related to the broadcasting, distribution and marketing of the production, and to allow us to credit your role (where applicable)

Transfers of information outside the UK

In connection with our business and for production, broadcasting, distribution, administrative, management, marketing and legal purposes, we may transfer your information outside the UK to members of our group and data processors in the US and on occasion other jurisdictions in which we are established. Whenever we transfer your information 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 information outside the UK.

Keeping your personal information secure

We have put in place appropriate security measures to prevent your information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your information to those employees, agents, contractors and other third parties who have a business need-to-know. They will only process your personal information on our 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.

How long with you keep my information for?

We will keep the information we obtain about you through your engagement with us for no longer than is necessary for the purposes for which it is processed. In general, we will keep your information for the duration of your contract and for a period afterwards. In considering how long to keep it, we will take into account its relevance to our business and your engagement either as a record or in the event of a legal claim.

Some information, such as credit information (in relation to someone working on our productions), will be held indefinitely as we have an ongoing legitimate interest in retaining this.

Your rights

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

- **Request access** to your personal information (commonly known as a “data subject access request”). 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 (see below).
- **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. You also have the right to object where we are processing your personal information for direct marketing purposes.
- **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.

If we have relied on consent as a legal basis for processing, you may withdraw your consent at any time.

FREELANCER & CREW PRIVACY NOTICE



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

Who to contact with queries or if you have a complaint

Our Head of Production is responsible for overseeing compliance with this privacy notice. If you have any questions about this privacy notice or how we handle your personal information, 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 information 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/make-a-complaint/> or telephone: 0303 123 1113 for further information about your rights and how to make a formal complaint.

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.

Changes to this Privacy 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 for the latest version of our Privacy Notice.