

## Contributor Privacy Notice

### 1. Scope

Like most businesses, we hold and process a wide range of information, some of which relates to individuals who we engage to take part in our productions. This Privacy Notice explains the type of information we process, why we are processing it and how that processing may affect you.

The notice focuses on individuals who take part in our productions. And also covers information on those who have previously taken part in our productions.

This Privacy Notice is set out in this document (the Core Notice) and the Supplementary Information in the Annex to this document. In the Supplementary Information, we explain what we mean by “personal data”, “processing”, “sensitive personal data” and other terms used in the notice.

### 2. Personal data- what we hold and why we process it

We process data for the purposes of our business including for production, broadcasting, distribution and marketing. The Supplementary Information provides more specific information on these purposes, on the type of data that may be processed and on the grounds on which we process data. See *Legal grounds for processing personal data and further information on the data we process and our purposes*.

### 3. Where the data comes from and who gets to see 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 the production.

Your personal data may be seen internally by relevant people working on the production. We may also pass your data outside the organisation, for example for distribution and marketing purposes. Further information on this is provided in the Supplementary Information. See *Where the data comes from and Who gets to see your data?*

### 4. How long do we keep personal data

We do not keep your personal data for any specific period but 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. See *Retaining your personal data – more information* in the Supplementary Information.

### 5. Transfers of personal data outside the EEA

We may transfer your personal data outside the EEA to members of our group and processors in the US or, on rarer occasions, other jurisdictions in which we are established. If you featured in a production, the data constituting your performance may be transferred out of the EEA for distribution and marketing purposes. Further information on these transfers and the measures taken to safeguard your data are set out in the Supplementary Information under *Transfers of personal data outside the EEA – more information*.

### 6. Your data rights

You have a right to make a subject access request to receive information about the data that we process about you. Further information on this and on other rights is in the Supplementary Information under *Access to your personal data and other rights*. We also explain how to make a complaint about our processing of your data.

### 7. Contact details

In processing your personal data, we act as a data controller. Our contact details are as follows:  
hello@caravan-media.com

### 8. Status of this notice

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

## Contributor Privacy Notice- Supplementary Information

### 1. What is “personal data” and “processing”

“**personal data**” is information relating to you (or from which you may be identified) which is processed by automatic means or which is (or is intended to be) part of a structured manual filing system. It includes not only facts about you, but also intentions and opinions about you.

Data “**processed automatically**” includes information held on, or relating to use of, a computer, laptop, mobile phone or similar device. It covers data derived from equipment such as access passes within a building, data on use of vehicles and sound and image data such as CCTV. It also covers video, audio and images captured as part of a production.

“**processing**” means doing anything with the data, for example, it includes collecting it, holding it, disclosing it and deleting it.

Personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, health, sexual orientation, sex life, trade union membership and genetic and biometric data are subject to special protection and considered by EU privacy law to be “**sensitive personal data**”.

References in the Contributor Privacy Notice to work or services (and similar expressions) include any arrangement we may have under which an individual provides us services in relation to a production. We use the word “**you**” to refer to anyone within the scope of the notice.

### 2. Legal grounds for processing personal data

Under data protection law, there are various grounds on which we can rely when processing your personal data. In some contexts more than one ground applies. We have summarised these grounds as Legal obligation, Legitimate Interests and Consent and outline what those terms mean in the following table.

<b>Term</b>	<b>Ground for processing</b>	<b>Explanation</b>
Legal obligation	Processing necessary to comply with our legal obligations	Ensuring we perform our legal and regulatory obligations. For example, avoiding unlawful discrimination.
Legitimate Interests	Processing necessary for our or a third party’s legitimate interests	We or a third party have legitimate interests in carrying on, managing and administering our respective businesses effectively and properly and in connection with those interests processing your data. Your data will not be processed on this basis if our or a third party’s interests are overridden by your own interests, rights and freedoms.
Consent	You have given specific consent to processing your data	In general processing of your data in connection with the services you provide is not conditional on your consent, although there may be general exceptions to this.

### 3. Processing sensitive personal data

If we process sensitive personal data about you, as well as ensuring that one of the grounds for processing mentioned above applies, we will make sure that one or more of the grounds for processing sensitive personal data applies. In outline, these include:

- processing being necessary for the purposes of your or our obligations and rights in relation to your engagement in so far as it is authorised by law or collective agreement;
- processing relating to data about you that you have made public (e.g. if you tell us you are ill);
- processing being necessary for the purpose of establishing, making or defending legal claims;
- processing being necessary for provision of health care or treatment, medical diagnosis, and assessment of your working capacity; and
- processing for equality and diversity purposes to the extent permitted by law.

### 4. Further information on the data we process and purposes

The Core Notice outlines the purposes for which we process your personal data. More specific information on these, examples of the data and the grounds on which we process data are in the table below.

The examples in the table cannot, of course, be exhaustive. For example, although the table does not mention data relating to criminal offences, if we were to find out that someone working for us was suspected of committing a criminal offence, we might process that information if relevant for our purposes. We may also require criminal background checks for certain roles – for example those working with minors.

<b>Purpose</b>	<b>Examples of personal data that may be processed</b>	<b>Grounds for processing</b>
Engagement	Information concerning your taking part in our productions and our assessment of it, your references, any checks we may make to verify information provided or background checks. If relevant, we may also process information concerning your health, any disability and in connection with any adjustments to filming arrangements.	Legal obligation Legitimate interests
Contacting you or others on your behalf	Your address and phone number, emergency contact information and information on your next of kin.	Legitimate interests
Enabling the creation, sale and distribution / broadcast of a production you are taking part in	Information connected with your participation including, the processing of images/ video/ audio of you. (	Legal obligation Legitimate interests
Physical and system security	CCTV images. Records of use of swipe and similar entry cards.	Legal obligation Legitimate interests
Providing details in connection with your seeking to participate on other productions	Information on your taking part in one of our productions.	Consent Legitimate interests

<b>Purpose</b>	<b>Examples of personal data that may be processed</b>	<b>Grounds for processing</b>
Monitoring of diversity and equal opportunities	Information on your nationality, racial and ethnic origin, gender, sexual orientation, religion, disability and 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.	Legitimate interests
Disputes and legal proceedings	Any information relevant or potentially relevant to a dispute or legal proceeding affecting us.	Legitimate interests Legal obligation
Day to day business operations including marketing and travel on our behalf	Information relating to your participation in a programme. This may include a picture or profile of you.  Information regarding your travel arrangements and location.	Legitimate interests
Maintaining appropriate business records during and after your participation in a programme	Information relating to your participation in one of our productions.	Legal obligation  Legitimate interests

Please note that owing to the fact that you are appearing in one of programmes, on some occasions we or third parties will rely upon exemptions to data protection rules in relation to journalistic freedom, the right to artistic expression or more generally, the right to freedom of expression (as mentioned in article 85 of the General Data Protection Regulation and in various jurisdictions' data protection rules, for example in the UK's Data Protection Bill section on the exemption for '*journalistic, academic, artistic or literary purposes*').

## 5. Where data comes from

When you participate in one of our productions, the initial data about you that we process is likely to come from you: for example, contact details

## 6. Who gets to see your data?

**Internal use:** Your personal data may be disclosed within Caravan to our employees working on your production.

**External use:** We will only disclose your personal data outside Caravan if disclosure is consistent with a ground for processing on which we rely and doing so is lawful and fair to you. We may disclose your data if it is necessary for our legitimate interests as an organisation or the interests of a third party (but we will not do this if these interests are over-riden by your interests and rights in particular to privacy).

Specific circumstances in which your personal data may be disclosed include:

- disclosure to external recipients of electronic communications (such as emails) which contain your personal data;
- disclosure to broadcasters and distributors of our programmes;

- disclosure of aggregated and anonymised diversity data to relevant regulators as part of a formal request;
- if you have an on-screen role, disclosure of footage, images, or audio recordings of you as part of the broadcasting, distribution and marketing of the production. Or, whether you have an on-screen or off-screen role, to allow us to credit your role.

## 7. Retaining your personal data- more information

Although there is no specific period for which we will keep your personal data, we will not keep it for longer than is necessary for our purposes. In general, we will keep your personal data until the show has been produced and for a period afterwards. In considering how long to keep it, we will take into account its relevance to our business and your participation either as a record or in the event of a legal claim.

If your data is only useful for a short period (for example, CCTV), we may delete it. Some data, such as production footage itself and credit information, will be kept indefinitely as we have an ongoing legitimate interest in retaining the product.

## 8. Transfers of personal data outside of the EEA- more information

In connection with our business and for production, broadcasting, distribution, administrative, management, marketing and legal purposes, we may transfer your personal data outside the EEA to members of our group, data processors and other data controllers in the US and on occasion other jurisdictions. Some of our systems are hosted outside of the EEA. We will ensure that any transfer is lawful and that there are appropriate security arrangements.

## 9. Access to your personal data and other rights

We try to be as open as we reasonably can about personal data that we process. If you would like specific information, just ask us.

You also have a legal right to make a “subject access request”. If you exercise this right and we hold personal data about you, we are required to provide you with information on it, including:

- giving you a description and copy of the personal data
- telling you why we are processing it

If you make a subject access request and there is any question about who you are, we may require you to provide information from which we can satisfy ourselves as to your identity.

As well as your subject access right, you may have a legal right to have your personal data rectified or erased, to object to its processing or to have its processing restricted. If you have provided us with data about yourself, for example your address, you have the right to be given the data in machine readable format for transmitting to another data controller. This only applies if the ground for processing is Consent.

If we have relied on consent as a ground for processing, you may withdraw consent at any time – though if you do so that will not affect the lawfulness of what we have done before you withdraw consent

## 10. Complaints

If you have complaints relating to our processing of your personal data, you should raise these with your key contact at the production in the first instance. You may also raise complaints with your statutory regulator. For contact and other details ask your key contact at the production.

## 11. Status of this notice

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