

## Mentorn Media Limited production-specific data protection statement

### “Traffic Cops – Series 9” (w/t)

This statement sets out details of the personal data that will be collected and processed as part of this production. More information about how the production company handles personal data can be found in our external privacy notice (applicable to talent, Contributors and third party suppliers) at: <http://www.tinopolis.com/privacy-notice/>

The production company may collect and or process ‘special category data’ as set put below. Such data may include information relating to race; ethnic origin; politics; religion; trade union membership; genetics; biometrics (where used for ID purposes); health; sex life; or sexual orientation.

#### 1. Types of personal data collected:

##### **POTENTIAL CONTRIBUTORS AND CONTRIBUTORS:**

###### For all potential contributors and contributors:

Being members of the public, suspected criminals and/or offenders and any associated people such as their families and friends.

May include: Name (including any previous names); Address; DOB; Contact numbers; emails; address and previous addresses; job title and employer details; any criminal convictions/restraining orders; background checks - social media accounts and Google/Lexis Nexis; and Skype recordings of Potential Contributors and their family - both audio and visual.

Individual police officers: the image, name and title. We may also collect the image, names and contact information of other police/public service personnel.

Mentorn will film inside the police station including the police control room. Should this filming result in the inadvertent capture of personal data, for example on computer screens, paperwork etc, Mentorn will blur this personal data in the edit of the programmes

Contact details from Potential Contributors and Contributors to be retained on a casting database – only where explicit consent is given.

##### **PRESENTER/ON SCREEN TALENT:**

Name (including any previous names), Address, DOB, Contact numbers, emails, SOH (statement of health for insurers), bank details, information about any criminal convictions.

Where required: special category data including medical information in the form of SOH (statement of health for insurers)

##### **PRODUCTION PERSONNEL:**

**Employees:** Name, address, phone number, email address, bank/payment details, personal disclosure of criminal offences

**Loan Out companies:** Name, address, phone number, email address, bank account details, VAT no (if applicable), company registration no and details of individual supplier, personal disclosure of criminal offences by individual supplier

**Schedule D freelancers:** Name, address, phone number, email address, bank account details, VAT no (if applicable), NI number, DOB, personal disclosure of criminal offences

##### **SUPPLIERS:**

Invoices and specific contact information; Name, address; phone number; email address; bank account details; VAT no (if applicable); company registration no; and NI number (if applicable).

#### 2. Categories of individuals:

Potential Contributors and Contributors : members of the public, individual police officers and suspected criminals and/or offenders

Family and friends of Potential Contributors and Contributors

Presenter and/or on screen talent

Production Personnel

Third party suppliers and service providers

#### 3. Purpose of processing:

If a person is suspected of having committed a crime, we will collect their full name, date of birth and address in order to track the outcome of their case throughout the court (necessary for Mentorn to ensure no contempt of court etc).

The information being collected by Mentorn from suspects as part of the real-life filming of incidents (full name, date of birth and address) is necessary as part of the filming and production process for the “Traffic Cops” television programmes and in order to enable the production team to make legal checks on the status of the charges/case.

Production Personnel contracts, payment and performance of services for contractual purposes

Presenter/on-screen talent contract, payment and details of services for contractual purposes

Contributor contracts in connection with the provision of each Contributor’s contribution

The lawful basis for processing is performance of a contract in respect of contributors police and production personal / carrying out our obligations under employment law, in relation to work place health and safety and child protection policy / our legitimate interests

## Mentorn Media Limited production-specific data protection statement

Statement of Health forms to be completed where required by the insurers by Contributors, presenter/on-screen talent, on screen talent and/or Production Personnel - for insurance purposes

In addition, we rely on consent as the lawful basis for:

- (i) collecting and processing special category data; and
- (ii) inclusion of Potential Contributor or Contributor contact data on a casting database to enable them to potentially be contacted about other Programmes being produced by the production company

PROVIDED THAT such consent may be withdrawn by the Potential Contributor or Contributor at any time

#### 4. Type of processing:

Collection, recording in a legal grid, reviewing and follow up checks / updating of the records in the legal grid of offender details and current status of offender to whether court proceeding are active or not (necessary for Mentorn to ensure no contempt of court etc)

Collection and storage of Contributor releases for evidential and record keeping purposes

Collection and storage of Contributor and Potential Contributor personal data on a Contributor database where consent to do so is granted

Collection and storage of Presenter/on-screen talent contracts for evidential and record keeping purposes

Reviewing of Personal Disclosure Forms and background check results for the purpose of complying with child protection policy and for assessment of suitability to appear in the Programme or to film with young people

Collection, reference and processing of invoices, payments and other expenses in relation to the Presenter and/or on screen talent, Production Personnel and Suppliers

Mentorn's lawful basis for collecting and processing personal data/data sharing with the police and broadcaster is as follows: in accordance with its legitimate interests namely the production of television programmes highlighting the work of the police in crime detection, crime prevention and road safety and the right to process criminal records data under the exemption for "special purpose" data ("journalism exemption").

#### 5. Categories of recipient(s) with whom personal data is shared:

The production company and Production Personnel – only to the extent necessary to carry out casting and production of the Programme

Broadcasters / distributors and other related professional advisers such as Mentorn's external legal advisors/ health and safety / security advisers / insurers and any regulatory authorities such as Ofcom in connection with the casting, production, compliance and exploitation of the Programme.

Key personnel at Channel 5 including Channel 5 Programme Lawyer, Compliance Department, Senior Editorial Staff (including their assistants which have access to their e-mails

Service providers who process personal data on our behalf

#### 6. Retention period(s) for personal data:

Self-disclosure forms will be kept for one year.

Contributors contracts and Presenter contracts/ on-screen talent (including all contact details) for as long as production company exploits the Programme in accordance with its legitimate interests and, where applicable, any legal obligations.

Production Personnel for the duration of the relevant contract term and in any event for a minimum of 3 years.

All footage captured during production of the Programme (whether or not featured in the final programme) shall be stored in secure password protected files and shall not be used by production company without specific case by case legal review. All footage not used in the Programme will be destroyed after 6 years.

Contributor (criminal) criminal records information will be kept for a minimum of 3 years from first TX

All other personal information (including that relating to Potential Contributors who did not become Contributors) other than footage will usually be retained until completion of the production of the Programme and will then be destroyed, unless it is necessary for production company to retain it for a longer period of time in accordance with its legitimate interests and, where applicable, any legal obligations.

Casting database – data will be kept for 4 years, unless consent is withdrawn, in which case it will be removed earlier – as requested

#### 7. Data exports:

None