

## Mentorn Media Limited production-specific data protection statement

### “The Big Questions – series 14” (w/t) (the “Production”)

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 Tinopolis Group 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:

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

All or any of the following:

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 search results; Zoom and Skype recordings of potential Contributors and their family - both audio and visual, special category data including medical information for statement of health forms; results from psychological testing (where applicable) and 3 forms of identification to enable DBS application to be made (where applicable).

For Contributors making up an audience panel the identifying contact details to enable online access to the production audience software.

For child Contributors, also including: name and contact details for parents/guardians

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

##### **ON SCREEN TALENT:**

Name (including any previous names), Address, DOB, Contact numbers, emails, special category data including medical information for statement of health form (for insurers) and to identify any medical conditions for which allowances to be made and whether currently taking medication, bank details, information about any criminal convictions. Where required: special category data including medical information in the statement of health forms.

##### **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 (which may include children): being members of the public and any associated people such as their families and friends, drawn from across the UK

On screen talent

Production Personnel

Third party suppliers and service providers

#### 3. Purpose of processing:

Initial casting information (collected in response to casting process) and background checks (including where applicable DBS checks and personal disclosure of criminal convictions) are required to assess and verify the suitability of individuals to contribute to the Production and to work together on a common project. This may include potential Contributors, Contributors, on screen talent and Production Personnel

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

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 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

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Statement of Health forms to be completed where required by the insurers by Contributors, on screen talent and/or Production Personnel - for insurance purposes and to identify any medical conditions for which allowances to be made and whether currently taking medication

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 Productions 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:

Reviewing of completed casting application forms and other information and supporting documents provided by potential Contributors to assess their suitability to participate and become Contributors.

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 on screen talent contracts for evidential and record keeping purposes

Enabling access to the production audience software to enable the panel participation.

Reviewing of Personal Disclosure Forms, DBS results and background check results for the purpose of assessment of suitability to appear in the Production, complying with child protection policy and filming with young people

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

#### 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 Production

Broadcasters / distributors and other related professional advisers such as health and safety / security advisers / insurers and any regulatory authorities such as Ofcom in connection with the casting, production and exploitation of the Production

Key personnel at Broadcaster including 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 and DBS results will be kept for one year.

Contributors contracts and on screen talent contracts (including all contact details) for as long as production company exploits the Production 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 other personal information (including that relating to potential Contributors who did not become Contributors) will usually be retained until completion of the production of the Production 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