

Mentorn Media Limited production-specific data protection statement

“SOCIAL HOUSING SWITCH” (working title)

This notice 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: <https://www.tinopolis.com/privacy-notices/>

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 experts and members of the public and any associated people such as their families and friends;

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

Where required special category data including medical information in the form of SOH (statement of health for insurers); results from psychological testing (where applicable).

Including in addition relating to child Contributors: 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.

COVID -19:

Health data relating to current or previous COVID-19 symptoms and taking and recording of temperatures during the production period

PRESENTER/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)

COVID -19:

Health data relating to current or previous COVID-19 symptoms and taking and recording of temperatures during the production period

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

COVID -19:

Health data relating to current or previous COVID-19 symptoms and taking and recording of temperatures during the production period

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).

COVID -19:

Health data relating to current or previous COVID-19 symptoms and taking and recording of temperatures during the production period (where required)

2. Categories of individuals:

Potential Contributors and Contributors (which may include children): experts and members of the public drawn from across the UK

Family and friends of Potential Contributors and Contributors

Presenter/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 personal disclosure of criminal convictions) are required to assess and verify the suitability of individuals to contribute to the Programme and to work together on a common project. This may include Potential Contributors, Contributors, Presenter/talent and Production Personnel

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

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Presenter/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, clinicians and production personnel / carrying out our obligations under employment law, in relation to work place health and safety and child protection policy / our legitimate interests

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

COVID-19: We may collect additional information about Contributors and Presenter/talent in relation COVID-19, including health data, so that we can take steps to ensure everyone's safety during the current pandemic. We will process this health data where it is necessary to do so to meet our obligations under employment law to maintain a safe working environment. Such information will only be used by us to inform our COVID-19 response and to ensure that any special measures are put in place to protect individuals.

The lawful basis for processing health data relating to COVID-19 is our legitimate interests in order to prevent the spread of infection from COVID-19 on location and during production of the Programme

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:

Reviewing of completed application forms and other information and supporting documents provided by Potential Contributors to assess their suitability to participate

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/Talent contracts for evidential and record keeping purposes

Reviewing of 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/Talent and/or talent, Production Personnel and Suppliers

Collection and storage of health data relating to COVID-19 in order to prevent the spread of infection from COVID-19 on location and during production of the Programme.

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 health and safety / security advisers / insurers and any regulatory authorities such as Ofcom in connection with the casting, production and exploitation of the Programme.

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

It may be necessary to share limited health data with other people on the production team if symptoms of COVID-19 have been experienced and other people may be effected and could have to isolate as a result. The production company and the Broadcaster will be notified I the event that COVID-19 symptoms are reported by anyone on the production team during production.

6. Retention period(s) for personal data:

Self-disclosure forms will be kept for one year.

Contributors contracts and Presenter/talent contracts (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.

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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 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.

Health data relating to COVID-19 will normally be retained for 14 days after it is provided, but all members of the production team will be required to be updated regularly throughout the production period

7. Data exports:

None