

****SILVER STAR PRODUCTIONS** **LIMITED PRIVACY NOTICE****

1. **About us**

Silver Star Productions Limited is a media producer.

This privacy notice sets out how the Silver Star Productions Ltd (****we**** or ****us****) collects and uses information about individuals, including those who participate in or are otherwise involved in our productions / programmes or are otherwise customers of our companies (****you****).

Please read this privacy notice carefully to understand how we will use your personal information.

If you have any questions or queries in relation to this privacy notice, you can contact our Data Protection Manager by post at Silver Star Productions Ltd, Third Floor, 2 Glass Wharf, Bristol, BS2 0EL.

****2. Personal information we collect about you****

Depending on how you interact with us, we may collect the following information about you:

1. **Information you give to us**

You may give us information about you by contacting us by phone or e-mail, contributing to one of our productions / programmes or otherwise interacting with us.

If you take part in one of our productions / programmes, we will need to collect basic information about you such as your name and contact details.

Depending on the nature of the production / programme, we may need to collect information about your background (such as education and employment), and your family, lifestyle and social

circumstances. We may also ask you to provide more sensitive information, such as about criminal proceedings or your state of health. You do not need to provide this information to us, but if you do not do so, you may be unable to take part in the production.

We will also ask you to provide information about yourself for equality monitoring purposes. You do not need to provide this information if you do not want to.

If you work with us or apply to work with us, we will need to collect basic information about you such as your name and contact details.

Depending on the nature of the role, we may also ask you to provide more sensitive information, such as about criminal proceedings or your state of health. You do not need to provide this information to us, but if you do not do so, you may be unable to work with us.

We will also ask you to provide information about yourself for equality monitoring purposes. You do not need to provide this information if you do not want to.

****Freelance contractors****

We use freelance contractors in our work. We maintain a database containing information about contractors we have previously worked with. We use the database to contact contractors should future opportunities arise which we consider to be in our and your legitimate interests. If you are a contractor, your personal data will be added to that database and retained for a period of 6 years. During this time if your personal details change please contact us so that we may update your records. You can ask us to remove your personal data from this database at any time.

****Job applicants****

If you apply for a role with us, we will ask you to send us your CV. We may keep a copy of your CV on our files for 2 years so we can contact you about future opportunities which we consider to be in our and your legitimate interests. You can ask us to remove your personal data from our files at any time.

****Information we receive from other** **organisations****

We work closely with other organisations, particularly on our productions, and we may receive information about you from them.

For particular productions, we may carry out identity checks and background checks with others.

We sometimes receive CVs from talent management companies

1. ****How we use your personal information****

We obtain, store and use information about you so that you can benefit from our services. How we use your information depends on the reasons why we have collected it.

We may use information we hold about you in the following ways:

1. • to confirm your identity
1. • to produce our television programmes and other audio visual content
1. • to provide our services, activities or online content
1. • to provide you with information about our services and deal with your requests and enquiries
1. • to ensure that the content of our websites are presented in the most effective manner

If you apply to be a contributor to one of our productions, we will use your personal information to:

- assess your suitability for the production

- undertake reasonable background checks, which may include sharing your data with others

We process this data under the legitimate interest lawful basis.

****4. Contacting you****

We may use your contact information to send you information regarding new productions via telephone, email or letters. We may record telephone calls for security and training purposes.

If you have changed your mind about being contacted by us, please contact us to update your preferences (see section 10 for details of how to do this).

****5. Sharing your information****

We may share your information with other organisations such as:

- Other companies that may be involved in the specific production, such as the broadcaster and distributor
- Regulators, such as Ofcom
- Couriers and car service companies

Sometimes we use third parties to process your information on our behalf, for example to provide us with services. We will only do so where we have appropriate contracts in place to ensure that your information remains secure.

We may also share your personal information to third parties in the following circumstances:

- If we sell or buy any business or assets, in which case we may disclose your personal data to the prospective seller or buyer of such business or assets

- If we or substantially all of our assets are acquired by a third party, in which case personal data held by us about our customers will be one of the transferred assets

- If we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce or apply our terms of use and other agreements; or to protect our rights, property, or safety of our customers, or others.

****6. Our legal basis for collecting, holding and using your information****

Data protection law requires us to tell you the reason for collecting, holding and using your information. There are various lawful bases (or 'conditions') which allow us to collect, hold and use your personal information:

- We may sometimes use your personal information based upon your consent. We will always tell you where this is the case and ask you to agree before we process your information.

- Where we have entered into a contract or contracts with you, we may need to use your information to fulfil the contract.

1. Where we are under a legal obligation which requires us to process your personal information.

1. Sometimes it is necessary to process your personal information for the purposes of our own legitimate interests. We will only do so where these interests are not overridden by your own interests and fundamental rights or the freedoms.

Data protection law recognises certain "special categories" of personal information, which is information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic information, biometric

information for uniquely identifying a person, information concerning health, and information concerning a person's sex life or sexual orientation. Information relating to criminal offences and convictions is treated in a similar way.

We will only collect and use special categories information where you have given us your explicit consent or where we have a legal obligation to do so. For instance, we have certain legal obligations which require us to record information about our contributors for equality monitoring purposes.

****7. Security and storage of your personal information****

We will take steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy policy.

Although we are based in the UK, the nature of our work means that we sometimes need to transfer information, including personal information, to other organisations based outside the European Economic Area (**EEA**). We may also need to transfer information to our staff, or those of our suppliers, operating outside the EEA. For example, a production may be filmed outside the EEA or relate to subject matter outside the EEA.

We will only keep your personal information for as long as we continue to need it.

Where you are a contributor on one of our productions, we will retain your personal information as follows:

1. Your name, contact details and contract for as long as we are exploiting the production in accordance with our legitimate interests and, where applicable, our legal obligations.
1. All other personal information will usually be retained until completion of the production of the programme (including delivery and acceptance by the broadcaster), unless it is necessary for us to retain it for a longer period of time in

accordance with our legitimate interests and, where applicable, our legal obligations.

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****8. Your rights****

You have the right to:

- 1.1.1. Request from us access to your own personal information that we hold
 1. That any inaccurate information we hold about you is corrected
 1. That your information is deleted
 1. That we stop using your personal information for certain purposes
 1. That your information is provided to you in a portable format
 1. That decisions about you are not made by wholly automated means

Many of the rights listed above are limited to certain defined circumstances and we may not be able to comply with your request. We will tell you if this is the case.

If you choose to make a request to us, we will aim to respond to you within one month. We will not charge a fee for dealing with your request.

If you are dissatisfied with how we are using your personal information or if you wish to complain about how we have handled a request, then please contact our corporate Data Protection Manager and we will try to resolve any issues you may have.

You also have the right to complain to the Information Commissioner's Office, which is the statutory regulator for data protection law. Details of how to complain to the ICO can be found at [<https://ico.org.uk/concerns/>]().

****9. Changes to this privacy notice****

This privacy notice may be updated from time to time. In due course, the latest version will appear on our website. We will notify you if we make any significant changes to this privacy notice or to the way will collect, hold and use your personal information.

****10. Contacting us****

If you have any questions or queries in relation to this privacy notice, you can contact our corporate Data Protection Manager by post at Silver Star Productions Ltd, Third Floor, 2 Glass Wharf, Bristol, BS2 0EL.