

## Privacy Notice

### WHAT IS THE PURPOSE OF THIS DOCUMENT?

Plimsoll is committed to protecting the privacy and security of your personal information.

This notice sets out how Plimsoll Productions Limited (Plimsoll) and Plimsoll's subsidiary companies (together "we", "our", "us") collect and use personal information about you during and after your working relationship with us, in accordance with the General Data Protection Regulation (GDPR).

It applies to all job applicants, "prospective" employees, employees, workers, contractors, and any work experience or volunteer staff. Please read it carefully and let Delia Holyfield know if you have any queries or comments.

Plimsoll (and/or, where applicable, any of its subsidiary companies) is a "data controller". This means that we are responsible for deciding how we hold and use personal information about you. We are required under data protection legislation to notify you of the information contained in this privacy notice.

This notice applies to current and former employees, workers and contractors. This notice does not form part of any contract of employment or other contract to provide services. We may update this notice at any time but if we do so, we will provide you with an updated copy of this notice as soon as reasonably practical.

It is important that you read and retain this notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information and what your rights are under the data protection legislation.

### DATA PROTECTION PRINCIPLES

We will comply with data protection law. This says that the personal information we hold about you must be:

1. Used lawfully, fairly and in a transparent way.
2. Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
3. Relevant to the purposes we have told you about and limited only to those purposes.
4. Accurate and kept up to date.
5. Kept only as long as necessary for the purposes we have told you about.
6. Kept securely.

### THE KIND OF INFORMATION WE HOLD ABOUT YOU

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

There are “special categories” of more sensitive personal data which require a higher level of protection, such as information about a person’s health or sexual orientation.

We will collect, store, and use the following categories of personal information about you:

- Personal contact details such as name, title, addresses, telephone numbers, and personal email addresses.
- Date of birth, gender, next of kin and emergency contact information.
- National Insurance number, bank account details, payroll records and tax status information.
- Salary, annual leave, pension and benefits information.
- Start date and, if different, the date of your continuous employment and your leaving date and your reason for leaving.
- Location of employment or workplace.
- Copy of driving licence and/or passport, and (where applicable) visa applications or granted visas.
- Recruitment information (including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process).
- Employment records (including job titles, work history, working hours, holidays, training records and professional memberships).
- Compensation history, performance information, disciplinary and grievance information.
- Photographs.
- CCTV.

We may also collect, store and use the following “special categories” of more sensitive personal information:

- Information about your race or ethnicity for employment/workplace equality monitoring purposes.
- Information about your health, including any medical condition, health and sickness records, including:
  - details of any absences (other than holidays) from work including time on statutory parental leave and sick leave;
  - where necessary for insurance cover and/or when travelling on our behalf;
  - when you leave employment and the reason for leaving is related to your health, information about that condition needed for pensions and permanent health insurance purposes.
- Information about criminal convictions and offences (particularly when working on productions which involve contact with vulnerable individuals, when DBS checks may be required).

#### **HOW IS YOUR PERSONAL INFORMATION COLLECTED?**

We collect personal information about employees, workers and contactors through the application and recruitment process, generally directly from candidates. We may sometimes collect additional information from third parties including former employers or other background check agencies such as the Disclosure and Barring Service.

We will collect additional personal information in the course of job-related activities throughout the period of you working for us.

## **HOW WE WILL USE INFORMATION ABOUT YOU**

We will only use your personal information when the law allows us to. Most commonly, we will use your personal information in the following circumstances:

1. Where we need to perform the contract we have entered into with you.
2. Where we need to comply with a legal obligation.
3. Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.

We may also use your personal information in the following situations, which are likely to be rare:

1. Where we need to protect your interests (or someone else's interests).
2. Where it is needed in the public interest or for official purposes.

## **Situations in which we will use your personal information**

We need all the categories of information in the list above primarily to allow us to perform our contract with you and to enable us to comply with legal obligations. In some cases we may use your personal information to pursue legitimate interests of our own or those of third parties, provided your interests and fundamental rights do not override those interests. The main reasons for processing your information are set out below:

- Making a decision about your recruitment or appointment and determining the terms on which you work for us, or making decisions about your continued employment or engagement.
- Checking you are legally entitled to work in the UK, and where applicable, in other territories.
- Paying you and, if you are an employee or deemed employee for tax purposes, deducting tax and National Insurance contributions (NICs).
- Providing pension and other company benefits to you, including, if applicable, enrolling you in a company pension or pension arrangement in accordance with our statutory automatic enrolment duties.
- Administering the contract we have entered into with you.
- Business management and planning, including accounting and auditing.
- Conducting performance reviews, managing performance and determining performance requirements.
- Making decisions about salary reviews and compensation.
- Assessing qualifications for a particular job or task, including decisions about promotions.
- Gathering evidence for possible grievance or disciplinary hearings.
- Education, training and development requirements.
- Dealing with legal disputes involving you, or other employees, workers and contractors.
- Managing sickness absence, complying with health and safety obligations, preventing fraud.
- To monitor network and information security, including preventing unauthorised access to our computer and electronic communications systems and preventing malicious software distribution.

- Equal opportunities monitoring.

Some of the above grounds for processing will overlap and there may be several grounds which justify our use of your personal information.

### **If you fail to provide personal information**

If you fail to provide certain information when requested, we may not be able to perform the contract we have entered into with you (such as paying you or providing a benefit), or we may be prevented from complying with our legal obligations (such as to ensure the health and safety of our workers).

### **Change of purpose**

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

Please note that we may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

### **HOW WE USE PARTICULARLY SENSITIVE PERSONAL INFORMATION**

“Special categories” of particularly sensitive personal information require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal information. We have in place an appropriate policy document and safeguards which we are required by law to maintain when processing such data. We may process special categories of personal information in the following circumstances:

1. In limited circumstances, with your explicit written consent.
2. Where we need to carry out our legal obligations or exercise rights in connection with employment.
3. Where it is needed in the public interest, such as for equal opportunities monitoring.

Less commonly, we may process this type of information where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else’s interests) and you are not capable of giving your consent, or where you have already made the information public.

### **Our obligations as an employer**

We will use your particularly sensitive personal information in the following ways:

- We will use information relating to leaves of absence, which may include sickness absence or family related leaves, to comply with employment and other laws.
- We will use information about your physical or mental health, or disability status, to ensure your health and safety in the workplace and (if applicable) on location and to assess your fitness to work, to provide appropriate workplace adjustments, to monitor and manage sickness absence and to administer benefits including statutory maternity pay, statutory sick pay, pensions and, if applicable, health insurance.



- We may use information about your race or national or ethnic origin to ensure meaningful equal opportunity monitoring and reporting.

### **Do we need your consent?**

We do not need your consent if we use special categories of your personal information in accordance with our written policy to carry out our legal obligations or exercise specific rights in the field of employment law. In limited circumstances, we may approach you for your written consent to allow us to process certain particularly sensitive data. If we do so, we will provide you with full details of the information that we would like and the reason we need it, so that you can carefully consider whether you wish to consent. You should be aware that it is not a condition of your contract with us that you agree to any request for consent from us.

### **INFORMATION ABOUT CRIMINAL CONVICTIONS**

We may only use information relating to criminal convictions where the law allows us to do so. This will usually be where such processing is necessary to carry out our obligations and provided we do so in line with our data protection policy.

Less commonly, we may use information relating to criminal convictions where it is necessary in relation to legal claims, where it is necessary to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

We may hold information about criminal convictions where necessary to meet our legal obligations or contractual or regulatory requirements in relation to a particular production. We have in place an appropriate policy and safeguards which we are required by law to maintain when processing such data.

### **AUTOMATED DECISION-MAKING**

Automated decision-making takes place when an electronic system uses personal information to make a decision without human intervention. We do not envisage that any decisions will be taken about you using automated means, however we will notify you in writing if this position changes

### **DATA SHARING**

We may have to share your data with third parties, including third-party service providers and other entities in the group. We require third parties to respect the security of your data and to treat it in accordance with the law. We may transfer your personal information outside the EU if necessary for the performance of your contract with us.

### **Why might you share my personal information with third parties?**

We will share your personal information with third parties where required by law, where it is necessary to administer the working relationship with you or where we have another legitimate interest in doing so.

### **Which third-party service providers process my personal information?**

"Third parties" includes third-party service providers (including contractors and agents) and other entities within our



group. The following activities are carried out by third-party service providers: payroll, pension administration, medical insurance, benefits provision and administration, and IT services.

#### **How secure is my information with third-party service providers and other entities in our group?**

All our third-party service providers and other entities in the group are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

#### **When might you share my personal information with other entities in the group?**

We will share your personal information with other entities in our group as part of our day to day production activities and in the provision of production services and ancillary services (such as payroll) between group companies, regular reporting activities on company performance, in the context of a business reorganisation or group restructuring exercise, or for system maintenance support and hosting of data.

#### **What about other third parties?**

We may share your personal information with other third parties, for example in the context of the providing information to a commissioner or distributor in relation to a production (including for approval or publicity purposes). We may also need to share your personal information with a regulator or to otherwise comply with the law. This may include making returns to HMRC and disclosures to shareholders such as directors' remuneration reporting requirements. If we have to share information in the context of a possible sale or restructuring of the business we will, so far as possible, share anonymised data with the other parties before the transaction completes. Once the transaction is completed, we will share your personal data with the other parties if and to the extent required under the terms of the transaction.

#### **Transferring information outside the EU**

From time to time we will transfer the personal information we collect about you to countries outside the EU in order to perform our contract with you. To ensure that your personal information receives an adequate level of protection we have put in place appropriate measures with those third parties to ensure that your data is dealt with in a way that is consistent with and which respects the EU and UK laws on data protection, including confirming third party compliance with EU recognised data protection security requirements by the use of approved contractual clauses, or a national certification system (such as the US Privacy Shield).

#### **DATA SECURITY**

We have put in place measures to protect the security of your information. Details of these measures are available upon request. Third parties will only process your personal information on our instructions and where they have agreed to treat the information confidentially and to keep it secure.

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality.



We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

## **DATA RETENTION**

### **How long will you use my information for?**

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

In some circumstances we may anonymise your personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you. Once you are no longer an employee, worker or contractor of the company we will retain and securely destroy your personal information in accordance with our data retention policy.

## **RIGHTS OF ACCESS, CORRECTION, ERASURE, AND RESTRICTION**

### **Your duty to inform us of changes**

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

### **Your rights in connection with personal information**

By law you have the right to:

- **Request access** to your personal information (commonly known as a “data subject access request”). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- **Request the transfer** of your personal information to another party.



If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact the Chief Operating Officer, Christine Owen in writing. Do note that in certain circumstances we may not be required to comply with your request but will discuss this with you if applicable.

#### **No fee usually required**

You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

#### **What we may need from you**

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

#### **RIGHT TO WITHDRAW CONSENT**

In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact the Chief Operating Officer, Christine Owen. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

#### **DATA PROTECTION MANAGER**

We have appointed Delia Holyfield as the data protection manager to oversee compliance with this privacy notice. If you have any questions about this privacy notice or how we handle your personal information, please contact the data privacy manager. You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues.

#### **CHANGES TO THIS PRIVACY NOTICE**

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.

**If you have any questions about this privacy notice, please contact HR & Talent Manager, Delia Holyfield at [delia.holyfield@plimsollproductions.com](mailto:delia.holyfield@plimsollproductions.com)**

## Privacy Notice for Contributors

### Introduction

This policy explains what data we collect about you and why, how we use it and who we share it with, as well as your rights as a data subject. Your information is very important to us and we will look after it in accordance with all laws and regulations relating to the protection of personal data, including the General Data Protection Regulation (GDPR).

This privacy policy applies to the personal information of **participants or contributors who we are considering, or have decided, to include in a programme which we have produced, are producing or intend to produce.**

It is important that you read this privacy policy together with any agreement or notice provided to you, so that you are fully aware of how and why we are collecting and using your data. This privacy policy supplements any other notices (if provided) and is not intended to override them.

We may update this privacy policy from time to time and will post any changes on our website.

This privacy policy was last updated on 1 November 2018.

### Who are we?

Any reference to “we”, “us” and “our” is to Plimsoll Productions Limited and its subsidiary companies. We are the “**data controller**” of your personal data and you can contact us email to [delia.holyfield@plimsollproductions.com](mailto:delia.holyfield@plimsollproductions.com) or write to us at Data Protection Manager, Plimsoll Productions, 51-55 Whiteladies Road, Bristol, BS8 2LY, for more information about how we process your data.

### What personal information do we process about you?

The information we process may include your name, address, email address, gender, date of birth, age, phone number, passport details or other national identifier, driving licence, your national insurance or social security number and income, employment information and details about your previous roles and personal history. We may collect information about you from a number of sources (such as LinkedIn or other online sources or referees), including from you directly.

### Why do we process your personal information?

We obtain personal information about you when you apply to take part in a programme or are confirmed as a participant or contributor to a programme which we are producing.

We need to process this information to consider your application or to make the programme once you have been selected, including for the following purposes:

- ***To perform our contracts with you***

We process your personal data where necessary to perform our contracts with you in the following circumstances:

- (a) to meet the contractual obligations between us;
- (b) as part of any agreement which you have entered into with us for your application, contribution and/or participation in a programme.

- ***To comply with applicable laws***

We process your personal data where it is necessary to do so to comply with applicable laws which apply to us as an organisation, including:

- (a) to verify your identity;

(b) to carry out verification and anti-money laundering checks, prevent and detect fraud and carry out other legally mandated checks (including criminal record checks, where applicable); and

(c) if we are legally obliged to disclose your personal data.

- ***Our legitimate interests***

Our business is producing audio visual programming for commercial exploitation. The use of ‘contributions from individuals and the processing of personal information about these individuals is crucial to this production activity and as such part of our legitimate interests. Processing will or may be necessary for the following purposes:

- producing and exploiting audio-visual programmes for commercial purposes. “Programme” includes not just the finished programme but all rushes, clips and unused material;
- dealing with any questions or complaints arising in relation to your participation in the programme;
- retaining the programme and your personal data in it in our archive, for the purposing of repeating the programme or otherwise using it for commercial purposes.
- sharing with our professional advisors and/or the commissioning entity or commissioning broadcaster producing the programme for and/or any co-producer that we are producing the programme with;
- verifying your age, identity and other information as we may require for the production and exploitation of the programme we are producing;
- complying with applicable regulatory obligations, including transfer to a regulator, prosecutor or authority or law enforcement authorities including without limitation the UK Information Commissioner and/or the Office for Communications (OFCOM) should it be requested from us
- complying with accounting, tax reporting and audit requirements;
- monitoring our communications and protecting the security and integrity of our IT systems
- if we sell or buy any business or assets, disclosing your information to the prospective seller or buyer of such business or assets, along with its professional advisers. If Plimsoll or substantially all of its assets are acquired by a third party, personal information held by Plimsoll about its applicants, entrants or nominee(s) may be one of the transferred assets. In such circumstances the acquirer of the information will become the new data controller.

We only process data on this legal basis where we have considered that, on balance, our legitimate interests are not overridden by your interests, fundamental rights or freedoms.

As part of your contribution (e.g. during an interview), you might also choose to share with us Special Category personal data. This is data relating to your:

- race or ethnicity
- political opinions
- religious or philosophical beliefs
- trade union membership
- health
- sex life or sexual orientation; or
- genetics or biometrics

We have to have an additional legal basis to process your Special Category personal data. Where you share Special Category personal data with us as a part of your contribution, we will only process this where we have a substantial public interest in making content for the purposes of journalism and arts.

### **Diversity monitoring**

Plimsoll contributes to an industry-wide diversity monitoring initiative called Diamond. The Diamond project uses personal information regarding on and off-screen contributors to programmes to report on the diversity of TV production in the UK.

If you have provided us with your email address (unless you have asked us not to) we will share this with Creative Diversity Network Limited (CDN), Soundmouse and Silvermouse and you will be invited to participate in the Diamond project.

The company running the Diamond project will contact you to ask whether you are willing to contribute to the project by providing certain information regarding your diversity characteristics such as gender, ethnicity, disability, age, gender identity and sexual orientation. This information is collected, processed and stored anonymously on the Diamond system, with the relevant data being jointly controlled by the main UK broadcasters including the BBC, ITV, Channel 4, Channel 5, CDN and Sky. If you provide Diamond with your diversity data, they will issue you with a separate privacy notice.

### **Who else do we share your data with?**

Your information will be used by the relevant production team for the purposes of making the programme. It may also be shared internally or with our legal advisers to prepare contractual documentation or provide legal advice, and with any other in-house teams involved in commercial exploitation such as the finance teams where a payment is required, the distribution team, and the health and safety and insurance teams if their advice is required.

We may pass your information to our third-party service providers such as agents, subcontractors, ticket providers and other associated organisations for the purposes of facilitating your application, entry or enquiry or nomination for the programme you are interested in taking part in. However, when we use third party service providers, we disclose only those elements of your information that are necessary to deliver the required service.

Please be assured that we will not otherwise share your information further, unless:

- we are required to do so by law, for example by a court order or for the purposes of prevention of fraud or other crime
- we are asked to by competent regulatory, prosecuting and other governmental agencies, or litigation counterparties, in any country or territory; or
- for the purposes of prevention of fraud or other crime.

### **Sending your personal information internationally**

We may transfer your personal data to other members of our group, and to third party service providers outside of the European Economic Area, which do not have similarly strict data protection and privacy laws.

Where we transfer personal data to other members of our group, or our service providers, we will put in place data transfer safeguards, as applicable under the GDPR.

### **How long do you keep my information?**

We do not retain your information for longer than necessary for the purpose it was collected.

We keep your personal data for as long as it is required by us for our legitimate business purposes, to perform our contractual obligations, or where longer, such longer period as is required by law or regulatory obligations which apply to us.

In general we keep your information only for the period we have legal rights to exploit the programme that your information relates to.

### **Do you need my consent to include me in a programme?**

There are circumstances in which we can make programmes about an individual without their consent provided we comply with the relevant laws and regulatory codes, such as the Ofcom Broadcasting Code.

**We do not generally rely on obtaining your consent to process your personal data to make a programme in which you appear. This is something which we do as part of our legitimate business interests, as explained above.**

Where you have entered into a contract with us to participate in our programmes, we may be entitled to show the programme whether or not you later change your mind about participation.

### **What are my data subject rights and how can I use them?**

In law you are the data subject and you have several rights that you can exercise over your data. These rights include:

- The right to be informed;
- The right of access;
- The right to rectification;
- The right to erasure;
- The right to restrict processing;
- The right to data portability;
- The right to object;
- Rights in relation to automated decision making and profiling.

Please note that these rights are not always applicable and there may be some situations in which you cannot exercise them or they are not relevant. You should also note that as explained below, these rights will not apply to the extent that they are incompatible with the Special Purposes.

### **The Special Purposes**

The GDPR and the Data Protection Act 2018 require us to use your data within the legal framework explained above. However, the GDPR and the Act contain an exemption which allows us and the broadcaster not to apply aspect of the legal framework and your rights if they are not compatible with artistic or journalistic purpose of the programme and there is a public interest in broadcasting the programme. This exemption is known as the “Special Purposes” exemption. Please be aware that aspect of this Privacy Notice and your rights under the GDPR may not apply where they are not compatible with the Special Purposes.

If you would like a copy of some or all of your personal information, please contact us directly using the contact details below. If we cannot comply with your request to exercise your rights we will usually tell you why.

There will not usually be a charge for handling a request to exercise your rights.

### **How to contact us**

If you have any questions about our privacy policy or the information that we hold about you please contact [delia.holyfield@plimsollproductions.com](mailto:delia.holyfield@plimsollproductions.com)

### **Information Commissioner’s Office (ICO)**

The ICO is the UK’s independent body set up to uphold information rights.

If you are unhappy about the way in which your information has been handled you are able to contact the ICO at [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns).

## **Plimsoll's Website Privacy Policy**

### **INTRODUCTION**

Welcome to Plimsoll's website privacy policy.

Plimsoll Productions Limited (including its subsidiary companies) ("Plimsoll") respects your privacy and is committed to protecting your personal data. This privacy policy will inform you as to how we look after your personal data when you **visit our website or send us an email or CV** and tells you about your privacy rights and how the law protects you.

For our privacy policy applicable to contributors or participants (including potential contributors) in Plimsoll's productions see <http://www.plimsollproductions.com/wp-content/uploads/2015/12/Plimsoll-GDPR-Privacy-notice-1-1.pdf>

For our privacy policy applicable to interviewees, employees, contractors, volunteers, or interns working with Plimsoll see <http://www.plimsollproductions.com/wp-content/uploads/2015/12/Plimsoll-GDPR-Privacy-notice-1-1.pdf>

Please go to the Definitions section below to understand the meaning of some of the terms used in this privacy policy.

### **1. IMPORTANT INFORMATION AND WHO WE ARE**

#### **PURPOSE OF THIS PRIVACY POLICY**

This privacy policy aims to give you information on how Plimsoll collects and processes your personal data through your use of this website, including any data you may provide through this website when you make an enquiry or send an email or job application or CV to us.

It is important that you read this privacy policy together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal data about you so that you are fully aware of how and why we are using your data. This privacy policy supplements the other notices and is not intended to override them.

#### **CONTROLLER**

Plimsoll is made up of different legal entities, Plimsoll and its subsidiary companies. This privacy policy is issued on behalf of all the Plimsoll entities so when we mention Plimsoll, "we", "us" or "our" in this privacy policy, we are referring to the relevant company in the Plimsoll group responsible for processing your data. Plimsoll Productions Limited is the controller and responsible for this website.

We have appointed a data privacy manager who is responsible for overseeing questions in relation to this privacy policy. If you have any questions about this privacy policy, including any requests to exercise your legal rights in relation to data, please contact the data privacy manager using the details set out below.

#### **CONTACT DETAILS**

Name or title of data protection manager: Delia Holyfield  
Email address: [Delia.Holyfield@plimsollproductions.com](mailto:Delia.Holyfield@plimsollproductions.com)  
Postal address: Plimsoll Productions, 51-55 Whiteladies Road, Bristol, BS8 2LY  
Telephone number: +44 (0)117 307 2300

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues ([www.ico.org.uk](http://www.ico.org.uk)), though please contact us first to see if your query can be resolved.

#### **CHANGES TO THE PRIVACY POLICY AND YOUR DUTY TO INFORM US OF CHANGES**

This version was last updated on 1 November 2018.

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your relationship with us.

#### **THIRD-PARTY LINKS**

This website may include links to third-party websites. Clicking on those links or enabling those connections may allow third parties to collect or share data about you. We do not control these third-party websites and are not responsible for their privacy statements. When you leave our website, we encourage you to read the privacy policy of every website you visit.

## **2. THE DATA WE COLLECT ABOUT YOU**

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

We may collect, use, store and transfer different kinds of personal data about you as below:

- **Identity Data** includes first name, maiden name, last name, title, date of birth and gender, or any other identification that you may send to us (for example a photo or moving image)
- **Contact Data** includes email address, postal addresses and telephone numbers.

Unless notified to you separately (and subject to your right to give explicit consent where applicable), we do not collect any **Special Categories of Personal Data** about you (this includes details about your race or ethnicity, religious or philosophical beliefs, sex life, sexual orientation, political opinions, trade union membership, information about your health and genetic and biometric data). Nor do we collect any information about criminal convictions and offences.

## **3. HOW IS YOUR PERSONAL DATA COLLECTED?**

We use different methods to collect data from and about you including through:

- **Direct interactions.** You may give us your Identity and Contact data by filling in forms or by corresponding with us by post, phone, email or otherwise. This includes personal data you provide when you:
  - apply for a job with us;
  - wish to give us information about services you can provide;
  - request information about one of our productions;
  - respond to an email from us; or
  - give us some feedback or responding to communications.
- **Automated technologies or interactions.** As you interact with our website, we may automatically collect some Technical Data about your browsing actions and patterns. We collect this personal data by using cookies, and other similar technologies. Please see our cookie policy <http://www.plimsollproductions.com/wp-content/uploads/2015/12/Plimsoll-GDPR-Privacy-notice-1-1.pdf> for further details.
- **Third parties or publicly available sources.** We may receive personal data about you from various third parties and public sources as set out below:

- Identity and Contact Data from publicly available sources such as Companies House, or LinkedIn, or other equivalent on-line organisations based inside the EU.
- Employer or third party referees.

#### 4. HOW WE USE YOUR PERSONAL DATA

We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

- Where we need to perform a service or contract we are about to enter into or have entered into with you (such as arranging interviews or gathering information for the purposes of an internship, or employment contract or other services that we may provide to you or you may provide to us).
- Where it is necessary for our legitimate interests (or those of a third party) such as keeping or maintaining accurate records of job applicants, and your interests and fundamental rights do not override those interests.
- Where we need to comply with a legal or regulatory obligation.

Generally we do not rely on consent as a legal basis for processing your personal data and do not require your consent for the purposes above. Where we require your consent as a legal basis for processing your personal data and you have not already given your informed consent, we will usually ask you to sign a separate notice or letter setting out the grounds for such processing.

#### PURPOSES FOR WHICH WE WILL USE YOUR PERSONAL DATA

We have set out below, in a table format, a description of all the ways we plan to use your personal data when, and which of the legal bases we rely on to do so. We have also identified what our legitimate interests are where appropriate.

Note that we may process your personal data for more than one lawful ground depending on the specific purpose for which we are using your data. Please contact us if you need details about the specific legal ground we are relying on to process your personal data where more than one ground has been set out in the table below.

Purpose/Activity	Type of data	Lawful basis for processing including basis of legitimate interest
<p>To manage our relationship with you which will include:</p> <p>(a) Asking you to provide us with further information about you or your or your company's products or services or contract terms.</p> <p>(b) Providing you with further information about us, our services and productions or contract terms.</p> <p>(c) Notifying you about changes to our terms or privacy policy</p>	<p>(a) Identity</p> <p>(b) Contact</p> <p>(c) Profile</p>	<p>(a) Performance of a contract with you (including prior negotiations for the purposes of a contract)</p> <p>(b) Necessary to comply with a legal obligation</p> <p>(c) Necessary for our legitimate interests (to keep our records updated)</p>
<p>To administer and protect our</p>	<p>(a) Identity</p>	<p>(a) Necessary for our legitimate interests</p>

business and this website (including troubleshooting, data analysis, testing, system maintenance, support, reporting and hosting of data)	(b) Contact  (c) Technical	(for running our business, provision of administration and IT services, network security, to prevent fraud and in the context of a business reorganisation or group restructuring exercise)  (b) Necessary to comply with a legal obligation
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**THIRD-PARTY TRANSFER**

We will get your express opt-in consent before we share your personal data with any company outside the Plimsoll group of companies for marketing purposes.

**COOKIES**

You can set your browser to refuse all or some browser cookies, or to alert you when websites set or access cookies. If you disable or refuse cookies, please note that some parts of this website may become inaccessible or not function properly. For more information about the cookies we use, please see <http://www.plimsollproductions.com/cookie-policy/>

**CHANGE OF PURPOSE**

We will only use your personal data for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If you wish to get an explanation as to how the processing for the new purpose is compatible with the original purpose, please contact us.

If we need to use your personal data for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

Please note that we may process your personal data without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

**5. DISCLOSURES OF YOUR PERSONAL DATA**

We may have to share your personal data with the parties set out below for the purposes set out in the table in paragraph 4 above.

- Other group companies for the purposes of negotiating, entering into or performing a contract to which you are a party
- Service providers acting as processors who provide payroll, IT and system administration services.
- Professional advisers acting as processors or joint controllers including lawyers, bankers, auditors and insurers who provide consultancy, banking, legal, insurance and accounting services.
- HM Revenue & Customs, regulators and other authorities.
- Third parties to whom we may choose to sell, transfer, or merge parts of our business or our assets. Alternatively, we may seek to acquire other businesses or merge with them. If a change happens to our business, then the new owners may use your personal data in the same way as set out in this privacy policy.

We require all third parties to respect the security of your personal data and to treat it in accordance with the law. We do not allow our third-party service providers to use your personal data for their own purposes and only permit them to process your personal data for specified purposes and in accordance with our instructions.

## 6. INTERNATIONAL TRANSFERS

Whenever we transfer your personal data out of the EEA, we endeavour to ensure a similar degree of protection is afforded to it by the implementation of one of the following:

- We will only transfer your personal data to countries that have been deemed to provide an adequate level of protection for personal data by the European Commission; or
- Where we have assurance that adequate levels of protection are in place; or
- Where we use certain service providers, we may use specific contract clauses approved by the European Commission which give personal data the same protection it has in Europe.

## 7. DATA SECURITY

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

## 8. DATA RETENTION

### HOW LONG WILL YOU USE MY PERSONAL DATA FOR?

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

In some circumstances you can ask us to delete your data: see below for further information.

In some circumstances we may anonymise your personal data (so that it can no longer be associated with you) for research or statistical purposes in which case we may use this information indefinitely without further notice to you.

## 9. YOUR LEGAL RIGHTS

Under certain circumstances, you have rights under data protection laws in relation to your personal data.

**Request access** to your personal data (commonly known as a “data subject access request”). This enables you to receive a copy of the personal data we hold about you and to check that we are lawfully processing it.

**Request correction** of the personal data that we hold about you. This enables you to have any incomplete or inaccurate data we hold about you corrected, though we may need to verify the accuracy of the new data you provide to us.

**Request erasure** of your personal data. This enables you to ask us to delete or remove personal data where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal data where you have successfully exercised your right to object to processing (see below), where

we may have processed your information unlawfully or where we are required to erase your personal data to comply with local law. Note, however, that we may not always be able to comply with your request of erasure for specific legal reasons which will be notified to you, if applicable, at the time of your request.

**Object to processing** of your personal data where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground as you feel it impacts on your fundamental rights and freedoms. You also have the right to object where we are processing your personal data for direct marketing purposes. In some cases, we may demonstrate that we have compelling legitimate grounds to process your information which override your rights and freedoms.

**Request restriction of processing** of your personal data. This enables you to ask us to suspend the processing of your personal data in the following scenarios: (a) if you want us to establish the data's accuracy; (b) where our use of the data is unlawful but you do not want us to erase it; (c) where you need us to hold the data even if we no longer require it as you need it to establish, exercise or defend legal claims; or (d) you have objected to our use of your data but we need to verify whether we have overriding legitimate grounds to use it.

**Request the transfer** of your personal data to you or to a third party. We will provide to you, or a third party you have chosen, your personal data in a structured, commonly used, machine-readable format. Note that this right only applies to automated information which you initially provided consent for us to use or where we used the information to perform a contract with you.

**Withdraw consent at any time** where we are relying on consent to process your personal data. However, this will not affect the lawfulness of any processing carried out before you withdraw your consent. If you withdraw your consent, we may not be able to provide certain products or services to you. We will advise you if this is the case at the time you withdraw your consent.

If you wish to exercise any of the rights set out above, please contact [Delia.Holyfield@plimsollproductions.com](mailto:Delia.Holyfield@plimsollproductions.com)

#### **NO FEE USUALLY REQUIRED**

You will not have to pay a fee to access your personal data (or to exercise any of the other rights). However, we may charge a reasonable fee if your request is clearly unfounded, repetitive or excessive. Alternatively, we may refuse to comply with your request in these circumstances.

#### **WHAT WE MAY NEED FROM YOU**

We may need to request specific information from you to help us confirm your identity and ensure your right to access your personal data (or to exercise any of your other rights). This is a security measure to ensure that personal data is not disclosed to any person who has no right to receive it. We may also contact you to ask you for further information in relation to your request to speed up our response.

#### **TIME LIMIT TO RESPOND**

We try to respond to all legitimate requests within one month. Occasionally it may take us longer than a month if your request is particularly complex or you have made a number of requests. In this case, we will notify you and keep you updated.

#### **10. DEFINITIONS**

**Legitimate Interest** means the interest of our business in conducting and managing our business to enable us to give you the best service/product and the best and most secure experience. We make sure we consider and balance any potential impact on you (both positive and negative) and your rights before we process your personal data for our legitimate interests. We do not use your personal data for activities where our interests



are overridden by the impact on you (unless we have your consent or are otherwise required or permitted to by law).

**Performance of Contract** means processing your data where it is necessary for the performance of a contract to which you are a party or to take steps in response to your enquiry or questions or at your request before entering into such a contract.

**Comply with a legal or regulatory obligation** means processing your personal data where it is necessary for compliance with a legal or regulatory obligation that we are subject to.