

1. INTRODUCTION

- 1.1 This privacy policy focuses on individuals who are employed by us on a permanent or fixed term contract of employment or are applying for an employment position with us. It explains what data we collect and why, how we use it and who we share it with, as well as your rights as a data subject. It does not form part of your contract of employment.
- 1.2 We are known as the “data controller” of your personal data and you can contact us at privacy@southshore.uk or write to us at 210 High Holborn, London, England WC1V 7HD for more information about how we process your data.

2. WHAT PERSONAL INFORMATION DO WE COLLECT ABOUT YOU?

- 2.1 We will collect and record various types of personal information about you from a variety of sources, but mainly directly from you. You will usually provide this information directly to us during the recruitment process and your period of employment. This information will include:
- (a) your name, gender, nationality, marital status, date of birth, age, home address, telephone number, e-mail, national insurance number, eligibility to work data;
 - (b) qualifications, references, CV and application, interview and assessment data, vetting and verification information;
 - (c) payment information, such as bank account details;
 - (d) absence records, holiday dates and information related to family leave;
 - (e) browsing history, data stored on laptops, and other information collected as a result of you using our technology, equipment and systems; and
 - (f) equality and diversity data.
- 2.2 In addition, further information about you may come from:
- (a) interviews and assessments;
 - (b) risk assessments, incident reports, data relating to training or training received, call sheets, contact lists, organised travel and hotel bookings, and insurance cover;
 - (c) allegations, HR investigations, colleague and manager feedback, appraisals, performance management, flexible working processes, restructure and redundancy plans;
 - (d) employment based litigation and complaints, or your involvement in incident reporting and disclosures; and
 - (e) third parties, such as recruitment agencies, references from a previous employer, medical reports from external professionals, tax authorities, or where we employ a third party to carry out a background check.
- 2.3 In some circumstances, data may be collected indirectly from monitoring devices or by other means, such as building and location access control and monitoring systems, CCTV, telephone logs and recordings, and email and internet access logs.
- 2.4 We may also collect and process a limited amount of personal information known as “special category data” such as racial or ethnic origin, religious beliefs, physical or mental health, sexual orientation, criminal records and information regarding criminal offences or proceedings.

2.5 You may also provide us with personal information relating to third parties, such as your next-of-kin and family members.

3. HOW AND WHY WE PROCESS YOUR PERSONAL INFORMATION?

3.1 We process your personal information to perform the contract of employment between you and us, and for compliance with legal obligations which we are subject to. This processing also enables us to provide you with various benefits and to manage and administrate your employment.

3.2 The processing of your personal information is also necessary for the purpose of the legitimate interests pursued by us (except where such interests are overridden by your interests or fundamental rights and freedoms), including:

- (a) to produce audio-visual programming for commercial purposes, such as processing 'on-screen' and 'off-screen' contributions from individuals;
- (b) for the assessment of applications for employment roles to ensure we identify the right people for our business;
- (c) for the retention of your details so that you may be considered for future employment;
- (d) to ensure you undergo training so that you can undertake your role correctly and in accordance with appropriate procedures; and
- (e) to identify and mitigate risks to your health, safety or welfare and ensuring that where required appropriate adjustments are made to your working environment.

3.3 We monitor communications where the law requires us to do so. We will also monitor where we are required to do so to comply with our regulatory rules and practices and, where we are permitted to do so, to protect our business and the security of our systems.

3.4 We will only process your special category data where explicit consent has been given or where such processing is necessary, for example in a medical emergency involving you or for the establishment, exercise or defence of legal claims.

4. DIVERSITY MONITORING

4.1 We are part of 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.

4.2 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, Soundmouse and Silvermouse and you will be invited to participate in the Diamond project.

4.3 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, C4, C5, CDN and Sky. If you provide Diamond with your diversity data, they will issue you with a separate privacy notice.

4.4 Further information about Diamond can be found here:
<http://creativitydiversitynetwork.com/diamond/contributors/>.

5. SHARING YOUR DATA

5.1 Your information will be shared within our organisation with our production, human resources,

senior management, finance, technology, insurance, health and safety, and legal and business affairs teams.

- 5.2 We may pass your information to our third-party service providers such as providers of payroll, auto-enrolment pension, onboarding/offboarding and training services and other third parties such as our insurers, bankers, IT administrators, lawyers, auditors, investors, consultants and other professional advisors. However, when we use third party service providers, we disclose only those elements of your information that are necessary to deliver the required service.
- 5.3 Limited personal information about you, such as your name and job title, may also be published on our website.
- 5.4 Please be reassured that we will not otherwise share your information further, unless:
- (a) we are required to do so by law, for example by a court order;
 - (b) we are asked to by competent regulatory, prosecuting and other governmental agencies, or litigation counterparties, in any country or territory; or
 - (c) for the purposes of prevention of fraud or other crime.

6. SENDING YOUR PERSONAL INFORMATION INTERNATIONALLY

- 6.1 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.
- 6.2 Where we transfer personal data to other members of our group, or our service providers, we have put in place data transfer agreements and safeguards using terms approved by the applicable supervisory authority. Please contact us at privacy@southshore.uk if you would like to know more about these agreements or receive a copy of them.
- 6.3 Where this happens, we will ensure that adequate security and safeguards are in place to appropriately protect your information.

7. HOW LONG DO YOU KEEP MY INFORMATION?

- 7.1 In order to perform our contractual obligations and to comply with the applicable laws, we generally retain your information for the duration of your employment plus a further six (6) years. Thereafter we will securely destroy your data.
- 7.2 We may keep some specific types of data, (for example tax records, pensions data) for different periods of time, as required by law.
- 7.3 Each CV which you send us will be retained by us in order to consider you for future productions. You have the right to ask for your CV to be deleted from our records and can do so by contacting privacy@southshore.uk.

8. USE OF COOKIES

- 8.1 Like many other websites, our website uses cookies. 'Cookies' are small pieces of information sent by an organisation to your computer and stored on your hard drive to allow that website to recognise you when you visit. They collect statistical data about your browsing actions and patterns and do not identify you as an individual.
- 8.2 It is possible to switch off cookies by setting your browser preferences, however turning cookies off may result in a loss of functionality when using our website.

9. YOUR RIGHTS AS A DATA SUBJECT

Access to your data

- 9.1 You can request access to the information we hold on you and we will also tell you:
- (a) why we are processing it;
 - (b) who are we sharing it with and if any information is transferred to a country not deemed to have adequate protections in place for personal data;
 - (c) how long will we be keeping your data; and
 - (d) the source of the information, if it was not collected directly from you.
- 9.2 If you are making a request for a copy of your personal data that we are processing, please be as specific as possible as this will both help us to identify the information more quickly and provide you with a copy without any undue delay.

Rectifying inaccuracies

- 9.3 If you feel the information we hold on you is inaccurate or incomplete, you can ask us to correct or update it.

Right to be forgotten

- 9.4 You can also request that we erase your information in certain circumstances, although that might not always be possible if doing so means we cannot perform our contract with you, or we have a legal obligation or legitimate interest to keep the data. We will explain the consequences of erasing your data.

Restrict the processing

- 9.5 If you feel we are processing your information unlawfully or with inaccurate data, you can ask us to restrict any further processing.
- 9.6 Where personal information is subjected to restriction in this way we will only process it with your consent or for the establishment, exercise or defence of legal claims unless we have your consent. Please note that even if the processing is restricted, we will continue to store the data.

Object to the processing

- 9.7 If you disagree with any legitimate interest or public interest we have relied upon to process your data, you can object to the processing. We will then stop processing the data unless we can demonstrate a compelling legitimate ground that overrides your rights (e.g. exercising or defend a legal claim).

Data Portability

- 9.8 You can request to receive personal data that you have provided to us in a commonly used format and request that we transmit it to another data controller where feasible, or to you directly.

10. MAKE A COMPLAINT

- 10.1 We are committed to safeguarding your data and upholding your rights, but if you feel we have not done that, please contact privacy@southshore.uk or write to Data Protection Officer, 210 High Holborn, London, England WC1V 7HD.
- 10.2 Additionally, you have the right to complain to the relevant supervisory authority, which in the UK is the Information Commissioner's Office (ICO).