

Website Privacy Policy

We respect the privacy of every person who visits the KOSKA website (the “Site”) and we are committed to ensuring a safe online experience.

1. Purpose of this Policy

This privacy policy (“Privacy Policy”) explains our approach to any personal information that we might collect from you or which we have obtained about you from a third party and the purposes for which we process your personal information and will inform you of the nature of the personal information about you that is processed by us and how you can request that we delete, update, transfer it and/or provide you with access to it.

This Privacy Policy is intended to assist you in making informed decisions when using the Site. Please take a moment to read and understand it. Please note that it should be read in conjunction with our [Website Terms of Use](#).

Please also note that this Privacy Policy only applies to the use of your personal information obtained by us, it does not apply to your personal information collected during your communications with third parties.

2. Who are we and what do we do?

The Site is operated by KOSKA Limited. KOSKA Limited is an English company with registered company number: **10709218** and whose registered office is at **Jessop House, Jessop Avenue, Cheltenham, Gloucestershire, United Kingdom, GL50 3WG**.

3a. What personal information do we collect and how do we use it?

Our primary goal in collecting personal information from you is to: (i) verify your identity; (ii) comply with any applicable law, court order, other judicial process, or the requirements of a regulator; (iii) use as otherwise required or permitted by law.

In particular, we use your personal information for business administration and legal compliance purposes including:

- to comply with our legal obligations;
- to enforce our legal rights;
- protect rights of third parties; and
- in connection with a business transition such as a merger, acquisition by another company, or sale of all or a portion of our assets.

3b. Who do we share your personal information with for such purposes?

We will share your personal information with professional advisers such as lawyers and accountants and/or governmental or regulatory authorities.

3c. What is our legal basis?

Where we use your personal information in connection with a business transition, enforce our legal rights, or to protect the rights of third parties it is in our legitimate interest to do so. For all other purposes described in this section, it is our legal obligation to use your personal information to comply with any legal obligations imposed upon us such as a court order.

Where we share your sensitive personal information, we shall obtain your consent to do so. Any other purposes for which we wish to use your personal information that are not listed above, or any other changes we propose to make to the existing purposes will be notified to you using your contact details.

4. How do we obtain your consent?

Where our use of your personal information requires your consent, you can provide such consent:

- at the time we collect your personal information following the instructions provided; or
- by informing us by e-mail, post or phone using the contact details set out in this Privacy Policy.

5. Our use of cookies and similar technologies

Our Sites use certain cookies of which you should be aware. Please see our Cookie Policy (below) to find out more about the cookies we use and how to manage and delete cookies.

6. Third Party Links and Services

Our Site contains links to third party websites and services. Please remember that when you use a link to go from our Site to another website or you request a service from a third party, this Privacy Policy no longer applies and your browsing and interaction on any other websites, or your dealings with any other third-party service provider, is subject to that website's or third party service provider's own rules and policies.

We do not monitor, control, or endorse the privacy practices of any third parties and we therefore encourage you to become familiar with the privacy practices of every website you visit or third-party service provider that you deal with and to contact them if you have any questions about their respective privacy policies and practices.

7. How long do we keep your personal information for?

We do not keep your data for any specific period but will not keep it for longer than is necessary for our purposes.

8. Confidentiality and security of your personal information

We are committed to keeping the personal information you provide to us secure and we will take reasonable precautions to protect your personal information from loss, misuse or alteration by implementing information security policies, rules and technical measures to protect the personal information that we have under our control from:

- unauthorised access;
- improper use or disclosure;
- unauthorised modification; and
- unlawful destruction or accidental loss.

All of our employees and data processors (i.e. those who process your personal information on our behalf, for the purposes listed above), who have access to, and are associated with the processing of personal information, are obliged to respect the confidentiality of the personal information of all users

9. Your rights

You have the right to apply for a copy of the information we hold about you. This is called a data subject access request and you can make a request in writing to us using the contact details below. We may require additional information about you, including to verify your identity, before disclosing any information to you. You also have the right to have any inaccurate information about you corrected. You may ask us to correct or delete any information you think is inaccurate or not up to date. Please contact us in writing using the contact details below if you could like any updates made to your personal information.

10. How to contact us?

If you have any questions about this Privacy Policy or want to exercise your rights set out in this Privacy Policy, please contact us by sending an email to:

info@koska.co.uk

11. Changes to this Privacy Policy

To ensure that you are always aware of how we use your personal information we will update this Privacy Policy from time to time to reflect any changes to our use of your personal information and as required to comply with changes in applicable law or regulatory requirements. However, we encourage you to review this Privacy Policy periodically to be informed of how we use your personal information.

Cookies

This policy outlines how this website sets cookies on your computer.

What Are Cookies?

Cookies are small files created by most websites to help improve your web experience. They are either stored in the memory (session cookies) or on the hard drive (persistent cookies) of your computer or other device.

Local Shared Objects (Flash Cookies)

Flash Cookies are employed by Adobe Flash Player to deliver video content playback features and for saving preferences. They are stored in a similar way to standard cookies. The Adobe website provides comprehensive information on how to manage Flash cookies.

How to disable cookies

Most internet browsers automatically accept cookies, but you can set your browser to refuse cookies or show you when a cookie is set. If you choose to refuse cookies, some features of the website may not work correctly.

Find out how to manage cookies at allaboutcookies.org/manage-cookies.

Further Information

Please contact KOSKA at info@koska.co.uk if you require further information about cookies set by our website.

Cast, Crew and Talent Privacy Notice

1. Scope

Like most businesses, we hold and process a wide range of information, some of which relates to individuals who we engage to work on our productions. This Privacy Notice explains the type of information we process, why we are processing it and how that processing may affect you.

The notice focuses on individuals who we contract to work on our productions. This includes those in production roles, such as designers, production assistants, camera crew etc. and also those working on-screen be it as extras or featured performers, as well as our voiceover artists. It also covers information on those who have carried out these roles previously.

This Privacy Notice is set out in this document (the Core Notice) and the Supplementary Information in the Annex to this document. In the Supplementary Information, we explain what we mean by “personal data”, “processing”, “sensitive personal data” and other terms used in the notice.

2. Personal Data - what we hold and why we process it

We process data for the purposes of our business including for production, broadcasting, distribution, marketing, management, administrative and legal purposes. The Supplementary Information provides more specific information on these purposes, on the type of data that may be processed and on the grounds on which we process data. See *Legal grounds for processing personal data and further information on the data we process and our purposes*.

3. Where the data comes from and who gets to see it

Some of the personal data that we process about you comes from you. For example, if we pay you directly into a bank account, you tell us your contact and banking details. Other personal data about you is generated in the course of your work, for example from other contractors working on your production, or from our employees.

Your personal data may be seen internally by the relevant managers for that production, our finance teams, in some circumstances, other employees of ours. We may also pass your data outside the organisation, for example to people you are dealing with and payroll agencies or (where applicable) for distribution and marketing purposes.

Further information on this is provided in the Supplementary Information. See *Where the data comes from and Who gets to see your data?*

4. How long do we keep Personal Data

We do not keep your personal data for any specific period but will not keep it for longer than is necessary for our purposes. In general, we will keep your personal data for the duration of your engagement and for a period afterwards.

See *Retaining your personal data – more information* in the Supplementary Information.

5. Transfers of Personal Data outside the EEA

We may transfer your personal data outside the EEA to members of our group and processors in the US or, on rarer occasions, other jurisdictions in which we are established. If you featured in a production, the data constituting your performance may be transferred out of the EEA for distribution and marketing purposes.

Further information on these transfers and the measures taken to safeguard your data are set out in the Supplementary Information under *Transfers of personal data outside the EEA – more information*.

6. Your data rights

You have a right to make a subject access request to receive information about the data that we process about you. Further information on this and on other rights is in the Supplementary Information under *Access to your personal data and other rights*. We also explain how to make a complaint about our processing of your data.

7. Contact details

In processing your personal data, we act as a data controller. Our contact details are as follows:

KOSKA

Unit 7, Freedom Works Creative Hub

Hove Business Centre

Fonthill Road

Hove

BN3 6HA

Tel: 01273 917 862

Email: info@koska.co.uk

8. Status of this notice

This notice does not form part of your contract and does not create contractual rights or obligations. It may be amended by us at any time.

Cast, Crew and Talent Privacy Notice - Supplementary Information

1. What is “Personal Data” and “Processing”

“**Personal data**” is information relating to you (or from which you may be identified) which is processed by automatic means or which is (or is intended to be) part of a structured manual filing system. It includes not only facts about you, but also intentions and opinions about you.

Data “**processed automatically**” includes information held on, or relating to use of, a computer, laptop, mobile phone or similar device. It covers data derived from equipment such as access passes within a building, data on use of vehicles and sound and image data such as CCTV. It also covers video, audio and images captured as part of a production. “**Processing**” means doing anything with the data, for example, it includes collecting it, holding it, disclosing it and deleting it.

Personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, health, sexual orientation, sex life, trade union membership and genetic and biometric data are subject to special protection and considered by EU privacy law to be “**sensitive personal data**”.

References in the Cast, Crew and Talent Privacy Notice to work or services (and similar expressions) include any arrangement we may have under which an individual provides us services in relation to a production. We use the word “**you**” to refer to anyone within the scope of the notice.

2. Legal grounds for processing Personal Data

Under data protection law, there are various grounds on which we can rely when processing your personal data. In some contexts more than one ground applies. We have summarised these grounds as Contract, Legal obligation, Legitimate Interests and Consent and outline what those terms mean in the following table.

Term	Ground for processing	Explanation
Contract	Processing necessary for performance of a contract with you or to take steps at your request to enter a contract	This covers carrying out our contractual duties and exercising our contractual rights.
Legal obligation	Processing necessary to comply with our legal obligations	Ensuring we perform our legal and regulatory obligations. For example, providing a safe place of work and avoiding unlawful discrimination.
Legitimate Interests	Processing necessary for our or a third party’s legitimate interests	We or a third party have legitimate interests in carrying on, managing and administering our respective businesses effectively and properly and in connection with those interests processing your data.

		Your data will not be processed on this basis if our or a third party's interests are overridden by your own interests, rights and freedoms.
Consent	You have given specific consent to processing your data	In general processing of your data in connection with the services you provide is not conditional on your consent, although there may be general exceptions to this.

3. Processing Sensitive Personal Data

If we process sensitive personal data about you, as well as ensuring that one of the grounds for processing mentioned above applies, we will make sure that one or more of the grounds for processing sensitive personal data applies. In outline, these include:

- processing being necessary for the purposes of your or our obligations and rights in relation to your engagement in so far as it is authorised by law or collective agreement;
- processing relating to data about you that you have made public (e.g. if you tell us you are ill);
- processing being necessary for the purpose of establishing, making or defending legal claims;
- processing being necessary for provision of health care or treatment, medical diagnosis, and assessment of your working capacity; and
- processing for equality and diversity purposes to the extent permitted by law.

4. Further information on the data we process and purposes

The Core Notice outlines the purposes for which we process your personal data. More specific information on these, examples of the data and the grounds on which we process data are in the table below.

The examples in the table cannot, of course, be exhaustive. For example, although the table does not mention data relating to criminal offences, if we were to find out that someone working for us was suspected of committing a criminal offence, we might process that information if relevant for our purposes. We may also require criminal background checks for certain roles – for example those working with minors.

<i>Purpose</i>	<i>Examples of personal data that may be processed</i>	<i>Grounds for processing</i>
Engagement	Information concerning your application to work on our productions and our assessment of it, your references, any checks we may make to verify information provided or background checks and any information connected with your right to work. If relevant, we may also process information concerning your health, any disability and in connection with any adjustments to working arrangements.	Contract Legal obligation Legitimate interests

Purpose	Examples of personal data that may be processed	Grounds for processing
Your contract including entering it, performing it and changing it	Information on your terms of engagement from time to time including your role, the duration of your contract and your remuneration.	Contract Legal obligation Legitimate interests
Contacting you or others on your behalf	Your address and phone number, emergency contact information and information on your next of kin.	Contract Legitimate interests
Payroll administration	Information on your bank account, pension contributions and on tax and national insurance (if applicable). Information on attendance and absences.	Contract Legal obligation Legitimate interests
Financial planning and budgeting	Information relating to your remuneration.	Legitimate interests
Enabling the creation, sale and distribution / broadcast of a production you are working on	Information connected with your role including (if applicable) records of documents and emails created by or relating to you and information on your use of our systems including computers, laptops or other device. If you have an on-screen or voiceover role this will likely involve processing images / video / audio of you. Information relating to your compliance with our policies.	Contract Legal obligation Legitimate interests
Changing or ending your working arrangements	Information connected with anything that may affect your continuing engagement or the terms on which you are engaged including any proposal to change the scope of your role, to change your remuneration or to end your contract.	Contract Legitimate interests
Physical and system security	CCTV images. Records of use of swipe and similar entry cards. Records of your use of our systems including computers, phones and other devices and passwords (if applicable).	Legal obligation Legitimate interests
Providing references in connection with your seeking new work on other productions	Information on your working for us and on your performance.	Consent Legitimate interests
Providing information to third parties in connection with transactions that we contemplate or carry out	Information on your contract and remuneration in relation to a given production may be required by a party to a transaction such as a prospective purchaser, seller or outsourcer.	Legitimate interests

Purpose	Examples of personal data that may be processed	Grounds for processing
Monitoring of diversity and equal opportunities	Information on your nationality, racial and ethnic origin, gender, sexual orientation, religion, disability and age as part of diversity monitoring initiatives. Such data will be aggregated and used for equality of opportunity monitoring purposes. Please note we may share aggregated and anonymised diversity statistics with regulators if formally required / requested.	Legitimate interests
Monitoring and investigating compliance with policies and rules – both generally and specifically	We expect our persons whom we engage to comply with our policies and rules and may monitor our systems to check compliance (.e.g. rules on accessing pornography in work or on set). We may also have specific concerns about compliance and check system and other data to look into those concerns (e.g. log in records, records of usage and emails and documents, CCTV images).	Legitimate interests
Disputes and legal proceedings	Any information relevant or potentially relevant to a dispute or legal proceeding affecting us.	Legitimate interests Legal obligation
Day to day business operations including marketing and travel on our behalf	Information relating to the work you do for us and your role on a production. This may include a picture or profile of you. Information regarding your travel arrangements and location.	Legitimate interests
Maintaining appropriate business records during and after your contract with us ends	Information relating to your contract and anything you do whilst engaged by us.	Contract Legal obligation Legitimate interests

Please note that owing to the fact that you are appearing in one of programmes, on some occasions we or third parties will rely upon exemptions to data protection rules in relation to journalistic freedom, the right to artistic expression or more generally, the right to freedom of expression (as mentioned in article 85 of the General Data Protection Regulation and in various jurisdictions' data protection rules, for example in the UK's Data Protection Bill section on the exemption for '*journalistic, academic, artistic or literary purposes*').

5. Where data comes from

When you start working on one of our productions, the initial data about you that we process is likely to come from you: for example, contact details, bank details and information on your immigration status and whether you can lawfully work. We may also require references and information to carry out background checks (see above).

In the course of your engagement, we may receive personal data relating to you from others. For example, personal data may be derived from managers and employees of ours (for example those involved in the production you are working on) or our IT systems.

6. Who gets to see your data?

Internal use: Your personal data may be disclosed to our employees working on your production, as well as to our managers and administrators for production, broadcasting, distribution, marketing, administrative and management purposes as mentioned in this document. We may also disclose this to other members of our group.

External use: We will only disclose your personal data outside the group if disclosure is consistent with a ground for processing on which we rely and doing so is lawful and fair to you. We may disclose your data if it is necessary for our legitimate interests as an organisation or the interests of a third party (but we will not do this if these interests are over-ridden by your interests and rights in particular to privacy). We may also disclose your personal data if you consent, where we are required to do so by law and in connection with criminal or regulatory investigations.

Specific circumstances in which your personal data may be disclosed include:

- disclosure to organisations that process data on our behalf such as our payroll service, insurers, our bank and organisations that host our IT systems and data;
- disclosure to external recipients of electronic communications (such as emails) which contain your personal data;
- disclosure of aggregated and anonymised diversity data to relevant regulators as part of a formal request;
- if you have an on-screen role, disclosure of footage, images, or audio recordings of you as part of the broadcasting, distribution and marketing of the production. Or, whether you have an on-screen or off-screen role, to allow us to credit your role.

7. Retaining your Personal Data- more information

Although there is no specific period for which we will keep your personal data, we will not keep it for longer than is necessary for our purposes. In general, we will keep your personal data for the duration of your contract and for a period afterwards. In considering how long to keep it, we will take into account its relevance to our business and your engagement either as a record or in the event of a legal claim.

If your data is only useful for a short period (for example, CCTV), we may delete it. Personal data relating to job applicants (other than the person who is successful) will normally be deleted after 12 months.

Some data, such as production footage itself and credit information, will be kept indefinitely as we have an ongoing legitimate interest in retaining the product.

8. Transfers of Personal Data outside of the EEA- more information

In connection with our business and for production, broadcasting, distribution, administrative, management, marketing and legal purposes, we may transfer your personal data outside the EEA to members of our group and data processors in other jurisdictions in which we are established. Some of our systems are hosted in the US. We will ensure that any transfer is lawful and that there are appropriate security arrangements

9. Access to your Personal Data and other rights

We try to be as open as we reasonably can about personal data that we process. If you would like specific information, just ask us.

You also have a legal right to make a “subject access request”. If you exercise this right and we hold personal data about you, we are required to provide you with information on it, including:

- giving you a description and copy of the personal data; and
- telling you why we are processing it

If you make a subject access request and there is any question about who you are, we may require you to provide information from which we can satisfy ourselves as to your identity. As well as your subject access right, you may have a legal right to have your personal data rectified or erased, to object to its processing or to have its processing restricted. If you have provided us with data about yourself (for example your address or bank details), you have the right to be given the data in machine readable format for transmitting to another data controller. This only applies if the ground for processing is Consent or Contract.

If we have relied on consent as a ground for processing, you may withdraw consent at any time – though if you do so that will not affect the lawfulness of what we have done before you withdraw consent.

10. Complaints

If you have complaints relating to our processing of your personal data, you should raise these with your key contact at the production in the first instance or with the Information Officer. You may also raise complaints with your statutory regulator. For contact and other details ask your key contact at the production.

11. Status of this notice

This notice does not form part of your contract and does not create contractual rights or obligations. It may be amended by us at any time.

Prospective Cast Crew and Talent Privacy Notice

1. Scope

Like most businesses, we hold and process a wide range of information, some of which relates to individuals who we seek to engage on our productions. This Privacy Notice explains the type of information we process, why we are processing it and how that processing may affect you.

The notice focuses on individuals who we are speaking to about potentially taking part in or working on one of our productions. This Privacy Notice is set out in this document (the Core Notice) and the Supplementary Information in the Annex to this document. In the Supplementary Information, we explain what we mean by “personal data”, “processing”, “sensitive personal data” and other terms used in the notice.

2. Personal Data- what we hold and why we process it

We process data for the purposes of our business including for our productions. The Supplementary Information provides more specific information on this purpose, the type(s) of data that may be processed and on the grounds on which we process data. See *Legal grounds for processing personal data and further information on the data we process and our purposes*.

3. Where the data comes from and who gets to see it

Some of the personal data that we process about you comes from you, for example your mobile number, name, age and email address.

Your personal data may be seen internally by relevant people working on a production. Further information on this is provided in the Supplementary Information. See *Where the data comes from and Who gets to see your data?*

4. How long do we keep Personal Data?

We do not keep your personal data for any specific period but will not keep it for longer than is necessary for our purposes. If you are chosen to work on a production, we will, in general, keep your personal data for the duration of your engagement and for a period afterwards. Otherwise we will only retain for your personal data for a short period of time after our discussions have ended. See *Retaining your personal data – more information* in the Supplementary Information.

5. Your data rights

You have a right to make a subject access request to receive information about the data that we process about you. Further information on this and on other rights is in the Supplementary Information under *Access to your personal data and other rights*. We also explain how to make a complaint about our processing of your data.

6. Contact details

In processing your personal data, we act as a data controller. Our contact details are as follows:

KOSKA

Unit 7, Freedom Works Creative Hub

Hove Business Centre

Fonthill Road

Hove

BN3 6HA

Tel: 01273 917 862

Email: info@koska.co.uk

7. Status of this notice

This notice is for information purposes only and does not mean or imply that you will be chosen to work on one of our productions.

Prospective Cast, Crew and Talent Privacy Notice - Supplementary Information

1. What is “Personal Data” and “Processing”?

“Personal data” is information relating to you (or from which you may be identified) which is processed by automatic means or which is (or is intended to be) part of a structured manual filing system. It includes not only facts about you, but also intentions and opinions about you.

Data “**processed automatically**” includes information held on, or relating to use of, a computer, laptop, mobile phone or similar device. It covers data derived from equipment such as access passes within a building, data on use of vehicles and sound and image data such as CCTV. It also covers video, audio and images captured as part of a production.

“**Processing**” means doing anything with the data, for example, it includes collecting it, holding it, disclosing it and deleting it.

Personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, health, sexual orientation, sex life, trade union membership and genetic and biometric data are subject to special protection and considered by EU privacy law to be “**sensitive personal data**”.

References in the privacy notice for prospective Cast, Crew and Talent to work or services (and similar expressions) include any arrangement we may have under which an individual provides us services in relation to a production. We use the word “**you**” to refer to anyone within the scope of the notice.

2. Legal grounds for processing Personal Data

Under data protection law, there are various grounds on which we can rely when processing your personal data. In some contexts more than one ground applies. We have summarised these grounds as Contract, Legal obligation, Legitimate Interests and Consent and outline what those terms mean in the following table.

Term	Ground for processing	Explanation
Contract	Processing necessary for performance of a contract with you or to take steps at your request to enter a contract	This covers carrying out our contractual duties and exercising our contractual rights.
Legal obligation	Processing necessary to comply with our legal obligations	Ensuring we perform our legal and regulatory obligations. For example, providing a safe place of work and avoiding unlawful discrimination.
Legitimate Interests	Processing necessary for our or a third party’s legitimate interests	We or a third party have legitimate interests in carrying on, managing and administering our respective businesses effectively and properly

		and in connection with those interests processing your data. Your data will not be processed on this basis if our or a third party's interests are overridden by your own interests, rights and freedoms.
Consent	You have given specific consent to processing your data	In general processing of your data in connection with the services you provide is not conditional on your consent, although there may be general exceptions to this.

3. Processing Sensitive Personal Data

If we process sensitive personal data about you, as well as ensuring that one of the grounds for processing mentioned above applies, we will make sure that one or more of the grounds for processing sensitive personal data applies. In outline, these include:

- Processing being necessary for the purposes of your or our obligations and rights in relation to your engagement in so far as it is authorised by law or collective agreement;
- Processing relating to data about you that you have made public (e.g. if you tell us you are ill);
- Processing being necessary for the purpose of establishing, making or defending legal claims;
- Processing being necessary for provision of health care or treatment, medical diagnosis, and assessment of your working capacity;
- Processing for equality and diversity purposes to the extent permitted by law.

4. Further information on the data we process and purposes

The Core Notice outlines the purposes for which we process your personal data. More specific information on these, examples of the data and the grounds on which we process data are in the table below.

The examples in the table cannot, of course, be exhaustive. For example, although the table does not mention data relating to criminal offences, if we were to find out that someone working for us was suspected of committing a criminal offence, we might process that information if relevant for our purposes. We may also require criminal background checks for certain roles – for example those working with minors.

<i>Purpose</i>	<i>Examples of personal data that may be processed</i>	<i>Grounds for processing</i>
Engagement	Information concerning your application to work on our productions and our assessment of it, your references, any checks we may make to verify information provided or background checks and any information connected with your right to work. If relevant, we may also process information concerning your health, any disability and in	Contract Legal obligation Legitimate interests

Purpose	Examples of personal data that may be processed	Grounds for processing
	connection with any adjustments to working arrangements.	
Your contract including entering it, performing it and changing it	Information on your terms of engagement from time to time including your role, the duration of your contract and your remuneration.	Contract Legal obligation Legitimate interests
Contacting you or others on your behalf	Your address and phone number, emergency contact information and information on your next of kin.	Contract Legitimate interests
Payroll administration	Information on your bank account, pension contributions and on tax and national insurance (if applicable). Information on attendance and absences.	Contract Legal obligation Legitimate interests
Financial planning and budgeting	Information relating to your remuneration.	Legitimate interests
Enabling the creation, sale and distribution / broadcast of a production you are working on	Information connected with your role including (if applicable) records of documents and emails created by or relating to you and information on your use of our systems including computers, laptops or other device. If you have an on-screen or voiceover role this will likely involve processing images / video / audio of you. Information relating to your compliance with our policies.	Contract Legal obligation Legitimate interests
Changing or ending your working arrangements	Information connected with anything that may affect your continuing engagement or the terms on which you are engaged including any proposal to change the scope of your role, to change your remuneration or to end your contract.	Contract Legitimate interests
Physical and system security	CCTV images. Records of use of swipe and similar entry cards. Records of your use of our systems including computers, phones and other devices and passwords (if applicable).	Legal obligation Legitimate interests
Providing references in connection with your seeking new work on other productions	Information on your working for us and on your performance.	Consent Legitimate interests
Providing information to third parties in connection with	Information on your contract and remuneration in relation to a given production may be required by a party to a transaction such as a prospective purchaser, seller or outsourcer.	Legitimate interests

Purpose	Examples of personal data that may be processed	Grounds for processing
transactions that we contemplate or carry out		
Monitoring of diversity and equal opportunities	Information on your nationality, racial and ethnic origin, gender, sexual orientation, religion, disability and age as part of diversity monitoring initiatives. Such data will be aggregated and used for equality of opportunity monitoring purposes. Please note we may share aggregated and anonymised diversity statistics with regulators if formally required / requested.	Legitimate interests
Monitoring and investigating compliance with policies and rules – both generally and specifically	We expect our persons whom we engage to comply with our policies and rules and may monitor our systems to check compliance (.e.g. rules on accessing pornography in work or on set). We may also have specific concerns about compliance and check system and other data to look into those concerns (e.g. log in records, records of usage and emails and documents, CCTV images).	Legitimate interests
Disputes and legal proceedings	Any information relevant or potentially relevant to a dispute or legal proceeding affecting us.	Legitimate interests Legal obligation
Day to day business operations including marketing and travel on our behalf	Information relating to the work you do for us and your role on a production. This may include a picture or profile of you. Information regarding your travel arrangements and location.	Legitimate interests
Maintaining appropriate business records during and after your contract with us ends	Information relating to your contract and anything you do whilst engaged by us.	Contract Legal obligation Legitimate interests

Please note that owing to the fact that you are appearing in one of programmes, on some occasions we or third parties will rely upon exemptions to data protection rules in relation to journalistic freedom, the right to artistic expression or more generally, the right to freedom of expression (as mentioned in article 85 of the General Data Protection Regulation and in various jurisdictions' data protection rules, for example in the UK's Data Protection Bill section on the exemption for '*journalistic, academic, artistic or literary purposes*').

5. Where data comes from

When you start working on one of our productions, the initial data about you that we process is likely to come from you: for example, contact details, bank details and

information on your immigration status and whether you can lawfully work. We may also require references and information to carry out background checks (see above).

In the course of your engagement, we may receive personal data relating to you from others. For example, personal data may be derived from managers and employees of ours (for example those involved in the production you are working on) or our IT systems.

6. Who gets to see your data?

Internal use: Your personal data may be disclosed to our employees working on your production, as well as to our managers and administrators for production, broadcasting, distribution, marketing, administrative and management purposes as mentioned in this document. We may also disclose this to other members of our group.

External use: We will only disclose your personal data outside the group if disclosure is consistent with a ground for processing on which we rely and doing so is lawful and fair to you. We may disclose your data if it is necessary for our legitimate interests as an organisation or the interests of a third party (but we will not do this if these interests are over-ridden by your interests and rights in particular to privacy). We may also disclose your personal data if you consent, where we are required to do so by law and in connection with criminal or regulatory investigations.

Specific circumstances in which your personal data may be disclosed include:

- disclosure to organisations that process data on our behalf such as our payroll service, insurers, our bank and organisations that host our IT systems and data;
- disclosure to external recipients of electronic communications (such as emails) which contain your personal data;
- disclosure on a confidential basis to a potential buyer of our business or company for the purposes of evaluation – but only if we were to contemplate selling;
- disclosure of aggregated and anonymised diversity data to relevant regulators as part of a formal request;
- if you have an on-screen role, disclosure of footage, images, or audio recordings of you as part of the broadcasting, distribution and marketing of the production. Or, whether you have an on-screen or off-screen role, to allow us to credit your role.

7. Retaining your Personal Data- more information

Although there is no specific period for which we will keep your personal data, we will not keep it for longer than is necessary for our purposes. In general, we will keep your personal data for the duration of your contract and for a period afterwards. In considering how long to keep it, we will consider its relevance to our business and your engagement either as a record or in the event of a legal claim.

If your data is only useful for a short period (for example, CCTV or a record of a holiday request), we may delete it. Personal data relating to job applicants (other than the person who is successful) will normally be deleted after 12 months.

Some data, such as production footage itself and credit information, will be kept indefinitely as we have an ongoing legitimate interest in retaining the product.

8. Transfers of Personal Data outside of the EEA- more information

In connection with our business and for production, broadcasting, distribution, administrative, management, marketing and legal purposes, we may transfer your personal data outside the EEA to members of our group and data processors other jurisdictions in which we are established. Some of our systems are hosted in the US. We will ensure that any transfer is lawful and that there are appropriate security arrangements.

9. Access to your Personal Data and other rights

We try to be as open as we reasonably can about personal data that we process. If you would like specific information, just ask us.

You also have a legal right to make a “subject access request”. If you exercise this right and we hold personal data about you, we are required to provide you with information on it, including:

- giving you a description and copy of the personal data
- telling you why we are processing it

If you make a subject access request and there is any question about who you are, we may require you to provide information from which we can satisfy ourselves as to your identity. As well as your subject access right, you may have a legal right to have your personal data rectified or erased, to object to its processing or to have its processing restricted. If you have provided us with data about yourself (for example your address or bank details), you have the right to be given the data in machine readable format for transmitting to another data controller. This only applies if the ground for processing is Consent or Contract.

If we have relied on consent as a ground for processing, you may withdraw consent at any time – though if you do so that will not affect the lawfulness of what we have done before you withdraw consent.

10. Complaints

If you have complaints relating to our processing of your personal data, you should raise these with your key contact at the production in the first instance or with our Information Officer. You may also raise complaints with your statutory regulator. For contact and other details ask your key contact at the production.

11. Status of this notice

This notice is for information purposes only and does not mean or imply that you will be chosen to work on one of our productions.

Contributor Privacy Notice

1. Scope

Like most businesses, we hold and process a wide range of information, some of which relates to individuals who we engage to take part in our productions. This Privacy Notice explains the type of information we process, why we are processing it and how that processing may affect you.

The notice focuses on individuals who take part in our productions. And also covers information on those who have previously taken part in our productions.

This Privacy Notice is set out in this document (the Core Notice) and the Supplementary Information in the Annex to this document. In the Supplementary Information, we explain what we mean by “personal data”, “processing”, “sensitive personal data” and other terms used in the notice.

2. Personal Data- what we hold and why we process it

We process data for the purposes of our business including for production, broadcasting, distribution and marketing. The Supplementary Information provides more specific information on these purposes, on the type of data that may be processed and on the grounds on which we process data. See *Legal grounds for processing personal data and further information on the data we process and our purposes* .

3. Where the data comes from and who gets to see it

Some of the personal data that we process about you comes from you. For example, your name, age and email address. Other personal data about you is generated in the course of you taking part in the production.

Your personal data may be seen internally by relevant people working on the production. We may also pass your data outside the organisation, for example for distribution and marketing purposes. Further information on this is provided in the Supplementary Information. See *Where the data comes from and Who gets to see your data?*

4. How long do we keep Personal Data

We do not keep your personal data for any specific period but will not keep it for longer than is necessary for our purposes. In general, we will keep your personal data for so long as you take part in a production and for a period afterwards. See *Retaining your personal data – more information* in the Supplementary Information.

5. Transfers of Personal Data outside the EEA

We may transfer your personal data outside the EEA to members of our group and processors in the US or, on rarer occasions, other jurisdictions in which we are established.

If you featured in a production, the data constituting your performance may be transferred out of the EEA for distribution and marketing purposes.

Further information on these transfers and the measures taken to safeguard your data are set out in the Supplementary Information under *Transfers of personal data outside the EEA – more information*.

6. Your data rights

You have a right to make a subject access request to receive information about the data that we process about you. Further information on this and on other rights is in the Supplementary Information under *Access to your personal data and other rights*. We also explain how to make a complaint about our processing of your data.

7. Contact details

In processing your personal data, we act as a data controller. Our contact details are as follows:

KOSKA

Unit 7, Freedom Works Creative Hub

Hove Business Centre

Fonthill Road

Hove

BN3 6HA

Tel: 01273 917 862

Email: info@koska.co.uk

8. Status of this notice

This notice does not form part of your contract and does not create contractual rights or obligations. It may be amended by us at any time.

Contributor Privacy Notice - Supplementary Information

1. What is “Personal Data” and “Processing”

“Personal data” is information relating to you (or from which you may be identified) which is processed by automatic means or which is (or is intended to be) part of a structured manual filing system. It includes not only facts about you, but also intentions and opinions about you.

Data “processed automatically” includes information held on, or relating to use of, a computer, laptop, mobile phone or similar device. It covers data derived from equipment such as access passes within a building, data on use of vehicles and sound and image data such as CCTV. It also covers video, audio and images captured as part of a production.

"Processing" means doing anything with the data, for example, it includes collecting it, holding it, disclosing it and deleting it.

Personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, health, sexual orientation, sex life, trade union membership and genetic and biometric data are subject to special protection and considered by EU privacy law to be “sensitive personal data”.

References in the Contributor Privacy Notice to work or services (and similar expressions) include any arrangement we may have under which an individual provides us services in relation to a production. We use the word “you” to refer to anyone within the scope of the notice.

2. Legal grounds for processing Personal Data

Under data protection law, there are various grounds on which we can rely when processing your personal data. In some contexts, more than one ground applies. We have summarised these grounds as Legal obligation, Legitimate Interests and Consent and outline what those terms mean in the following table.

Term	Ground for processing	Explanation
Legal obligation	Processing necessary to comply with our legal obligations	Ensuring we perform our legal and regulatory obligations. For example, avoiding unlawful discrimination.
Legitimate Interests	Processing necessary for our or a third party’s legitimate interest	We or a third party have legitimate interests in carrying on, managing and administering our respective businesses effectively and properly and in connection with those interests processing your data. Your data will not be processed on this basis if our or a third party’s interests are overridden by your own interests, rights and freedoms.

Consent	You have given specific consent to processing your data	In general processing of your data in connection with the services you provide is not conditional on your consent, although there may be general exceptions to this.
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3. Processing Sensitive Personal Data

If we process sensitive personal data about you, as well as ensuring that one of the grounds for processing mentioned above applies, we will make sure that one or more of the grounds for processing sensitive personal data applies. In outline, these include:

- Processing being necessary for the purposes of your or our obligations and rights in relation to your engagement in so far as it is authorised by law or collective agreement;
- Processing relating to data about you that you have made public (e.g. if you tell us you are ill);
- Processing being necessary for the purpose of establishing, making or defending legal claims;
- Processing being necessary for provision of health care or treatment, medical diagnosis, and assessment of your working capacity;
- Processing for equality and diversity purposes to the extent permitted by law.

4. Further information on the data we process and purposes

The Core Notice outlines the purposes for which we process your personal data. More specific information on these, examples of the data and the grounds on which we process data are in the table below.

The examples in the table cannot, of course, be exhaustive. For example, although the table does not mention data relating to criminal offences, if we were to find out that someone working for us was suspected of committing a criminal offence, we might process that information if relevant for our purposes. We may also require criminal background checks for certain roles – for example those working with minors.

Purpose	Examples of personal data that may be processed	Grounds for processing
Engagement	Information concerning your taking part in our productions and our assessment of it, your references, any checks we may make to verify information provided or background checks. If relevant, we may also process information concerning your health, any disability and in connection with any adjustments to filming arrangements.	Legal obligation Legitimate interests
Contacting you or others on your behalf	Your address and phone number, emergency contact information and information on your next of kin.	Legitimate interests

Purpose	Examples of personal data that may be processed	Grounds for processing
Enabling the creation, sale and distribution / broadcast of a production you are taking part in	Information connected with your participation including, the processing of images/ video/ audio of you. (Legal obligation Legitimate interests
Physical and system security	CCTV images. Records of use of swipe and similar entry cards.	Legal obligation Legitimate interests
Providing details in connection with your seeking to participate on other production	Information on your taking part in one of our productions.	Consent Legitimate interests
Monitoring of diversity and equal opportunities	Information on your nationality, racial and ethnic origin, gender, sexual orientation, religion, disability and age as part of diversity monitoring initiatives. Such data will be aggregated and used for equality of opportunity monitoring purposes. Please note we may share aggregated and anonymised diversity statistics with regulators if formally required / requested.	Legitimate interests
Disputes and legal proceedings	Any information relevant or potentially relevant to a dispute or legal proceeding affecting us.	Legitimate interests Legal obligation
Day to day business operations including marketing and travel on our behalf	Information relating to your participation in a programme. This may include a picture or profile of you. Information regarding your travel arrangements and location.	Legitimate interests
Maintaining appropriate business records during and after your participation in a programme	Information relating to your participation in one of our productions.	Legal obligation Legitimate interests

Please note that owing to the fact that you are appearing in one of programmes, on some occasions we or third parties will rely upon exemptions to data protection rules in relation to journalistic freedom, the right to artistic expression or more generally, the right to freedom of expression (as mentioned in article 85 of the General Data Protection Regulation and in various jurisdictions' data protection rules, for example in the UK's Data Protection Bill section on the exemption for '*journalistic, academic, artistic or literary purposes*').

5. Where data comes from

When you participate in one of our productions, the initial data about you that we process is likely to come from you: for example, contact details

6. Who gets to see your data?

Internal use: Your personal data may be disclosed within KOSKA to our employees working on your production.

External use: We will only disclose your personal data outside KOSKA if disclosure is consistent with a ground for processing on which we rely and doing so is lawful and fair to you. We may disclose your data if it is necessary for our legitimate interests as an organisation or the interests of a third party (but we will not do this if these interests are over-ridden by your interests and rights in particular to privacy).

Specific circumstances in which your personal data may be disclosed include:

- Disclosure to external recipients of electronic communications (such as emails) which contain your personal data;
- Disclosure of aggregated and anonymised diversity data to relevant regulators as part of a formal request;
- If you have an on-screen role, disclosure of footage, images, or audio recordings of you as part of the broadcasting, distribution and marketing of the production. Or, whether you have an on-screen or off-screen role, to allow us to credit your role.

7. Retaining your Personal Data- more information

Although there is no specific period for which we will keep your personal data, we will not keep it for longer than is necessary for our purposes. In general, we will keep your personal data until the show has been produced and for a period afterwards. In considering how long to keep it, we will take into account its relevance to our business and your participation either as a record or in the event of a legal claim.

If your data is only useful for a short period (for example, CCTV), we may delete it. Some data, such as production footage itself and credit information, will be kept indefinitely as we have an ongoing legitimate interest in retaining the product.

8. Transfers of Personal Data outside of the EEA- more information

In connection with our business and for production, broadcasting, distribution, administrative, management, marketing and legal purposes, we may transfer your personal data outside the EEA to members of our group and data processors in the US and on occasion other jurisdictions in which we are established. Some of our systems are hosted outside of the EEA. We will ensure that any transfer is lawful and that there are appropriate security arrangements.

9. Access to your Personal Data and other rights

We try to be as open as we reasonably can about personal data that we process. If you would like specific information, just ask us.

You also have a legal right to make a “subject access request”. If you exercise this right and we hold personal data about you, we are required to provide you with information on it, including:

- Giving you a description and copy of the personal data
- Telling you why we are processing it

If you make a subject access request and there is any question about who you are, we may require you to provide information from which we can satisfy ourselves as to your identity. As well as your subject access right, you may have a legal right to have your personal data rectified or erased, to object to its processing or to have its processing restricted. If you have provided us with data about yourself, for example your address, you have the right to be given the data in machine readable format for transmitting to another data controller. This only applies if the ground for processing is Consent.

If we have relied on consent as a ground for processing, you may withdraw consent at any time – though if you do so that will not affect the lawfulness of what we have done before you withdraw consent.

10. Complaints

If you have complaints relating to our processing of your personal data, you should raise these with your key contact at the production in the first instance. You may also raise complaints with your statutory regulator. For contact and other details ask your key contact at the production.

11. Status of this notice

This notice does not form part of your contract and does not create contractual rights or obligations. It may be amended by us at any time.

Prospective Contributor Privacy Notice

1. Scope

Like most businesses, we hold and process a wide range of information, some of which relates to individuals who we seek to engage on our productions. This Privacy Notice explains the type of information we process, why we are processing it and how that processing may affect you.

The notice focuses on individuals who we are speaking to about potentially taking part one of our productions. This Privacy Notice is set out in this document (the Core Notice) and the Supplementary Information in the Annex to this document. In the Supplementary Information, we explain what we mean by “personal data”, “processing”, “sensitive personal data” and other terms used in the notice.

2. Personal Data - what we hold and why we process it

We process data for the purposes of our business including for our productions. The Supplementary Information provides more specific information on this purpose, the type(s) of data that may be processed and on the grounds on which we process data. See *Legal grounds for processing personal data and further information on the data we process and our purposes*.

3. Where the data comes from and who gets to see it

Some of the personal data that we process about you comes from you, for example your mobile number, name, age and email address.

Your personal data may be seen internally by relevant people working on a production. Further information on this is provided in the Supplementary Information. See *Where the data comes from and Who gets to see your data?*

4. How long do we keep Personal Data

We do not keep your personal data for any specific period but will not keep it for longer than is necessary for our purposes. If you are chosen to work on a production, we will, in general, keep your personal data for the duration of your engagement and for a period afterwards. Otherwise we will only retain for your personal data for a short period of time after our discussions have ended. See *Retaining your personal data – more information* in the Supplementary Information.

5. Your data rights

You have a right to make a subject access request to receive information about the data that we process about you. Further information on this and on other rights is in the Supplementary Information under *Access to your personal data and other rights*. We also explain how to make a complaint about our processing of your data.

6. Contact details

In processing your personal data, we act as a data controller. Our contact details are as follows:

KOSKA

Unit 7, Freedom Works Creative Hub

Hove Business Centre

Fonthill Road

Hove

BN3 6HA

Tel: 01273 917 862

Email: info@koska.co.uk

7. Status of this notice

This notice is for information purposes only and does not mean or imply that you will be chosen to work on one of our productions.

Prospective Contributor Privacy Notice - Supplementary Information

1. What is “Personal Data” and “Processing”

“**Personal data**” is information relating to you (or from which you may be identified) which is processed by automatic means or which is (or is intended to be) part of a structured manual filing system. It includes not only facts about you, but also intentions and opinions about you.

Data “**processed automatically**” includes information held on, or relating to use of, a computer, laptop, mobile phone or similar device. It covers data derived from equipment such as access passes within a building, data on use of vehicles and sound and image data such as CCTV. It also covers video, audio and images captured as part of a production.

“**Processing**” means doing anything with the data, for example, it includes collecting it, holding it, disclosing it and deleting it.

Personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, health, sexual orientation, sex life, trade union membership and genetic and biometric data are subject to special protection and considered by EU privacy law to be “**sensitive personal data**”.

References in the privacy notice for prospective contributors to work or services (and similar expressions) include any arrangement we may have under which an individual provides us services in relation to a production. We use the word “**you**” to refer to anyone within the scope of the notice.

2. Legal grounds for processing Personal Data

Under data protection law, there are various grounds on which we can rely when processing your personal data. In some contexts, more than one ground applies. We have summarised these grounds as, Legal obligation, Legitimate Interests and Consent and outline what those terms mean in the following table.

Term	Ground for processing	Explanation
Legal obligation	Processing necessary to comply with our legal obligations	Ensuring we perform our legal and regulatory obligations.
Legitimate Interests	Processing necessary for our or a third party’s legitimate interests	We or a third party have legitimate interests in carrying on, managing and administering our respective businesses effectively and properly and in connection with those interests processing your data. Your data will not be processed on this basis if our or a third party’s interests are overridden by your own interests, rights and freedoms.

Consent	You have given specific consent to processing your data	In general processing of your data in connection with the services you provide is not conditional on your consent, although there may be general exceptions to this.
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3. Processing Sensitive Personal Data

If we process sensitive personal data about you, as well as ensuring that one of the grounds for processing mentioned above applies, we will make sure that one or more of the grounds for processing sensitive personal data applies. In outline, these include:

- Processing being necessary for the purposes of your or our obligations and rights in relation to your engagement in so far as it is authorised by law or collective agreement;
- Processing relating to data about you that you have made public (e.g. if you tell us you are ill);
- Processing being necessary for the purpose of establishing, making or defending legal claims;
- Processing being necessary for provision of health care or treatment, medical diagnosis, and assessment of your working capacity;
- Processing for equality and diversity purposes to the extent permitted by law.

4. Further information on the data we process and purposes

The Core Notice outlines the purposes for which we process your personal data. More specific information on these, examples of the data and the grounds on which we process data are in the table below. The examples in the table cannot, of course, be exhaustive. For example, although the table does not mention data relating to criminal offences, if we were to find out that someone working for us was suspected of committing a criminal offence, we might process that information if relevant for our purposes. We may also require criminal background checks for certain roles – for example those working with minors.

Purpose	Examples of personal data that may be processed	Grounds for processing
Potential Engagement	Information concerning your application to work on our productions and our assessment of it, your references, any checks we may make to verify information provided or background checks and any information connected with your right to work. If relevant, we may also process information concerning your health, any disability and in connection with any adjustments to filming arrangements.	Legal obligation Legitimate interests
Evaluating your potential role on a production to enable its creation, broadcast, sale and distribution	Information connected with our potential role including, if you are in consideration for an on-screen or voiceover role, the processing images / video / audio of you.	Legal obligation Legitimate interests

Purpose	Examples of personal data that may be processed	Grounds for processing
Providing details in connection with our seeking new engagements on other productions	Information relating to your potential role with us	Legitimate interests
Physical and system security	CCTV images. Records of use of swipe and similar entry cards.	Legal obligation Legitimate interests
Monitoring of diversity and equal opportunities	Information on your nationality, racial and ethnic origin, gender, sexual orientation, religion, disability and age as part of diversity monitoring initiatives. Such data will be aggregated and used for equality of opportunity monitoring purposes. Please note we may share aggregated and anonymised diversity statistics with regulators if formally required / requested.	Legitimate interests
Disputes and legal proceedings	Any information relevant or potentially relevant to a dispute or legal proceeding affecting us.	Legitimate interests Legal obligation

Please note that owing to the fact that you are appearing in one of programmes, on some occasions we or third parties will rely upon exemptions to data protection rules in relation to journalistic freedom, the right to artistic expression or more generally, the right to freedom of expression (as mentioned in article 85 of the General Data Protection Regulation and in various jurisdictions' data protection rules, for example in the UK's Data Protection Bill section on the exemption for '*journalistic, academic, artistic or literary purposes*'

5. Where data comes from

When you apply to be in one of our productions, the initial data about you that we process is likely to come from you, for example, contact details. We may also require references and information to carry out background checks (see above).

6. Who gets to see your data?

Internal use: Your personal data may be disclosed within KOSKA, among those working on your production for the purposes of deciding whether to include you in a production.

External use: We will only disclose your personal data outside KOSKA if disclosure is consistent with a ground for processing on which we rely and doing so is lawful and fair to you. We may disclose your data if it is necessary for our legitimate interests as an organisation or the interests of a third party (but we will not do this if these interests are over-ridden by your interests and rights in particular to privacy).

Specific circumstances in which your personal data may be disclosed include:

- Disclosure to external recipients of electronic communications (such as emails) which contain your personal data;
- Disclosure of aggregated and anonymised diversity data to relevant regulators as part of a formal request.

7. Retaining your Personal Data - more information

Although there is no specific period for which we will keep your personal data, we will not keep it for longer than is necessary for our purposes. In general, we will keep your personal data until the show has been produced and for a period afterwards. In considering how long to keep it, we will take into account its relevance to our business and your engagement either as a record or in the event of a legal claim.

If your data is only useful for a short period (for example, CCTV, we may delete it. Personal data relating to contributor applications (other than the person who is successful) will normally be deleted after 12 months.

8. Transfers of Personal Data outside of the EEA- more information

In connection with our business and for production, broadcasting, distribution, administrative, management, marketing and legal purposes, we may transfer your personal data outside the EEA to members of our group and data processors in the US and on occasion other jurisdictions in which we are established. Some of our systems are hosted in the US. We will ensure that any transfer is lawful and that there are appropriate security arrangements.

9. Access to your Personal Data and other rights

We try to be as open as we reasonably can about personal data that we process. If you would like specific information, just ask us. You also have a legal right to make a “subject access request”. If you exercise this right and we hold personal data about you, we are required to provide you with information on it, including:

- giving you a description and copy of the personal data; and
- telling you why we are processing it

If you make a subject access request and there is any question about who you are, we may require you to provide information from which we can satisfy ourselves as to your identity. As well as your subject access right, you may have a legal right to have your personal data rectified or erased, to object to its processing or to have its processing restricted. If you have provided us with data about yourself (for example your address or bank details), you have the right to be given the data in machine readable format for transmitting to another data controller.

10. Complaints

If you have complaints relating to our processing of your personal data, you should raise these with your key contact at the production in the first instance. You may also raise

complaints with your statutory regulator. For contact and other details ask your key contact at the production.

11. Status of this notice

This notice is for information purposes only and does not mean or imply that you will be chosen to work on one of our productions.