

Privacy Notice (Contributors)

Hello Dolly Limited (the “**Company**”) is committed to protecting the privacy and security of your personal information.

This privacy notice describes how we collect and use personal information about you during and after your working relationship with us. It applies to all contributors or potential contributors to our projects and the programmes we produce, including any crew and talent (“**Contributors**”).

This notice does not form part of any contract to provide services. We may update this notice at any time.

Where this privacy notice applies in respect of children or vulnerable adults who may not understand the content, the parents/guardians should review this on the child or vulnerable person's behalf and make the notice set out in the appendix available to the child or vulnerable person in question.

What information we hold about you and why it is collected

Depending on the project, we will ask you to provide the following information. Sometimes this information will already have been provided to us by a casting or talent agency.

The information we hold	Why is it collected?
Personal contact details	To ensure we can contact you throughout your involvement with us
Date of birth	To verify you are old enough to participate in the relevant TV/show project
Gender	To monitor diversity and equal opportunities
Marital status	For biographical & editorial purposes
Next of kin and emergency contact	To ensure we can contact somebody for you if you become ill or need another form of assistance
National Insurance number	To ensure we can pay you should prize money payments arise
Bank account details	To ensure we can pay you should prize money payments arise
Copy or driving licence or other ID	To confirm your identity/eligibility to work in the UK and be involved in the relevant TV show or project
Photographs and filmed material	To ensure we can film/create the relevant TV show or project
Information about race, ethnicity or sexual orientation	To monitor diversity and equal opportunities
Information from a background check	To assess suitability to participate in a project
Health information about you	To ensure you are safe whilst on set, and to make reasonable adjustments for you when travelling.

As you can see above, we primarily process your personal data for the purpose of the development, production, distribution and commercialisation of the production or productions in which you are involved.

We also process your data for the following purposes:

What other purposes is your personal information used for?
Making a decision about your casting or the extent and/or nature of your involvement in a development or production project
Determining the terms on which you work for us
Administrating your Contributor's account
Business management and planning
Making decisions about your continued involvement in development and/or production activities
Dealing with legal disputes
Training requirements
Making reasonable adjustments due to a disability
To comply with legal and regulatory obligations (such as health and safety requirements)
To prevent fraud
To ensure we can film/create the relevant TV show or project
To monitor diversity and equal opportunities
To assess suitability to participate in a project
Analysing participation and creating anonymous statistics.

What lawful basis do we rely on?

We will usually rely on the following lawful bases to process your data:

Type of personal data	Lawful basis
Personal Data	<ul style="list-style-type: none"> (1) To perform the contract in place between us (2) Where it is necessary for our legitimate interests to promote our business and ensure a successful production/project (3) Where we need to comply with a legal obligation
Special category Data	<ul style="list-style-type: none"> (1) With your explicit consent (2) Where it is necessary to comply with employment law (3) Where it is in your vital interests (4) Where it is in the public interest

Less commonly, the Company may process this type of information where it necessary in relation to legal proceedings 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.

Other questions you may have

Some common questions in connection with how your data is used are set out in the table below:

Additional questions	Answer
When will you share my data with somebody else?	<p>We share your data with broadcasters, third party service providers and our group companies as we need to complete the project you are involved in, and where we are required to do so by law. Please contact us to find out who your data is shared with in connection with a specific project/TV show.</p> <p>We will also share your data with third parties if we reorganise our group of companies, or change our key service providers. And with regulators, courts and public authorities when required to do this by law.</p> <p>We do not sell your data to any third parties, and never will.</p>
What sort of third parties do you use?	<p>We use IT service providers, casting and recruitment agencies, background check agencies, payroll and pension providers, accountancy, legal and other professional advisers.</p>
Where is my data stored?	<p>Some of our external third parties are based outside the European Economic Area (EEA) so their processing of your personal information will involve a transfer of data outside of the EEA.</p> <p>Whenever we transfer your personal information outside of the EEA, we ensure it is protected by making sure at least one of the following safeguards is in place:</p> <ul style="list-style-type: none"> • by transferring your personal information to a country that has been deemed to provide an adequate level of protection by the European Commission; • by using specific contracts approved by the European Commission which give your personal information the same protection it has within the EEA; and • where we use providers based in the US, we may transfer data to them if they are part of the Privacy Shield which requires them to provide similar protection to personal data shared between Europe and the US. <p>To keep this privacy policy as short and easy to understand as possible, we have not set out the specific circumstances when each of these protection measures are used. You can contact us for the details as to how we protect specific transfer of your data. All information you provide to us is stored on our secure servers or those of our third party data storage providers.</p>
How long will my information be	<p>We retain your data for the duration of your engagement, plus up to a further six years. We review whether your data should be</p>

retained for?	deleted three years after your engagement ends with us.
What if I refuse to provide you with some or all of the data you ask for?	If you fail to provide certain information when requested, we may not be able to fulfil the contract we have entered into with you (such as giving you the opportunity to provide your contribution or paying you), or we may be prevented from complying with our legal obligations (such as to ensure the health and safety of our Contributors).
Will you send me marketing?	If you have asked to receive marketing from us, or have not opted-out of receiving marketing from us when we gave you the opportunity to do so, we will send you marketing in line with any preference you told us about. We rely on your consent to do this (if you opted-in), or our legitimate interest to promote our business (if you did not opt out when given the opportunity to do so).

Your rights under data protection law

Under data protection law, you can:

- **Request access** to your data (commonly known as a "subject access request"). This enables you to receive a copy of the data we hold about you and to check that we are lawfully processing it.
- **Request correction** of the data that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- **Request erasure** of your data. This enables you to ask us to delete or remove 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 data where you have exercised your right to object to processing (see below).
- **Object to processing** of your 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. You also have the right to object where we are processing your data for direct marketing purposes, research or statistical purposes.
- **Request the restriction** of processing of your data. This enables you to ask us to suspend the processing of data about you, for example if you want us to establish its accuracy or the reason for processing it.
- **Request the transfer** of your data to another party.
- **Right to withdraw consent** In the limited circumstances where you have provided your consent to the collection, processing or 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 us. 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.

Privacy law is often complicated, and whether these rights are available to you sometimes depends on the types of data we are handling, as well as why we are handling it. If you would like to exercise any of these rights, please contact us using the details at the bottom of this notice. You always have the right to lodge a complaint with us or the Information Commissioner's Office, the supervisory authority for data protection issues in England and Wales.

Contact us by email - casting@hellodolly.tv

Appendix

Privacy message for contributors who are children or vulnerable adults

We need to tell you about how we will look after information about you. If you do not understand this page, please ask your parent or guardian to explain it to you.

We need to use information about you to make the television programme which you are involved in. This message tells you about how we will use your personal information and what to do if you think something is wrong.

Your personal information means information about you, such as your name, address, image and phone number. Your personal information also includes your role in the television programme and all the pictures and posters we make featuring you. Basically, your personal information is any information which reveals who you are.

We will need to use your personal information to make the television programme. This means we might need to share it with those people and companies who help us make the television programme. All the people who watch the television programme will see your name and image.

What to do if something is wrong

You (or your parents or guardians) can tell us if your personal information is wrong or if you think we should delete some of your personal information. You can also ask to see your personal information at any time.

If you are worried about your personal information, you can speak to your parents (or guardian) or any member of the production team. You or your parents (or guardian) can also speak to the Information Commissioner's Office: www.ico.org.uk