
**AJH FILMS AND ROGO PRODUCTIONS
PRIVACY NOTICE FOR CONTRACTORS AND PROGRAMME CONTRIBUTORS**



Data controller: AJH FILMS LIMITED located at
71-75 Shelton Street, London, WC2H 9JQ

Introduction

AJH Films Limited (“the Company”) is a “data controller”. This means that we are responsible for deciding how we hold and use personal information about you.

The Company collects, stores and processes personal data relating to its contractors in order to manage the contractual. This privacy notice sets down how the Company collects and uses personal information about you during and after your working relationship with us.

This privacy notice applies to current and former workers and contractors. This notice does not form part of any contract to provide services and may be updated at any time.

The Company is committed to protecting the privacy and security of your personal information. The Company is committed to being clear and transparent about how it collects and uses that data and to meeting its data protection obligations.

1. Data Protection Principles

The Company will comply with data protection law. This means that the personal information we hold about you must be:

- Used lawfully, fairly and in a transparent way;
- Collected only for valid purposes that we have explained to you clearly and not used in any way that is incompatible with these purposes;
- Relevant to the purposes we have told you about and limited to those purposes only;
- Accurate and kept up to date;
- Kept only for such time as is necessary for the purposes we have told you about; and
- Kept securely.

2. What Information Does The Company Collect And Process?

The Company collects and processes a range of personal information (personal data) about you. Personal data means any information about an individual from which the person can be identified. This may include:

- Personal contact details, such as your name, title, address and contact details, including email address and telephone number;
- date of birth;
- gender;
- details of your bank account, tax status and national insurance number;
- information about your marital status, next of kin, dependants and emergency contacts;
- information about your nationality;
- CCTV footage and other information obtained through electronic means.

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

- information about medical or health conditions;
- information about your criminal record; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.

The Company collects this information in a variety of ways. In some cases, the Company collects personal data about you from third parties, such as references and information from criminal records checks permitted by law.

Data is stored in a range of different places, in hard copies and in the Company's IT systems (including the Company's email system).

3. Why Does the Company Process Personal Data?

The Company needs to process data in order to:

- meet its contractual obligations to you
- fulfil its legal and contractual obligations to its clients/customers (including broadcasters, financiers and distributors) in connection with the broadcast, exploitation and marketing of programmes/films produced by the Company;
- fulfil legal and administrative obligations generally relating to production and distribution of programmes/films produced by the Company.

In addition we may need to process data to ensure that the Company is complying with legal obligations, for example, it is necessary to carry out criminal records checks to ensure that individuals are permitted to undertake a particular role, for example when filming children.

In other cases, the Company has a legitimate interest in processing personal data before, during and after the end of the relationship.

4. Situations In Which the Company Will Use Your Personal Information

Situations in which we will process your personal information are listed below:

In order to:

- maintain accurate and up-to-date records and contact details (including details of whom to contact in the event of an emergency);
- check you are legally entitled to work in the UK;
- pay you;
- ascertain your fitness to work;
- ensure effective general business administration;
- deal with legal disputes involving you or other employees, workers and contractors; and
- facilitate equal opportunities monitoring in the workplace.

5. **If You fail to Provide Personal Information**

If you do not provide certain information when requested, the Company may not be able to perform the contract we have entered into with you, such as paying you.

6. **Change of Purpose**

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

You should be aware that we may process your personal information without your knowledge or consent where this is required or permitted by law.

7. **How We Use Sensitive Personal Information**

Some special categories of personal data, such as information about health or medical conditions, is processed to carry out employment law obligations (for example, in relation to employees with disabilities and for health and safety purposes).

The Company uses other special categories of personal data, such as information about ethnic origin, sexual orientation, health or religion or philosophical belief, this is done for the purposes of meaningful equal opportunities monitoring or reporting.

Data used by the Company for these purposes is anonymised or is collected with the express consent of employees, which can be withdrawn at any time. Employees are entirely free to decide whether or not to provide such data and there are no consequences of failing to do so.

8. **Information About Criminal Convictions**

We envisage that we will hold information about criminal convictions but only where it is appropriate given the nature of the role and where we are legally able to do so, for example, where we anticipate filming with children.

9. **For How Long Do You Keep Data?**

The Company will only hold your personal data for as long as is necessary to fulfil the purposes we collected it for (which may extend to the length of time that a programme/film may be viewed or otherwise exploited), including any legal, accounting or reporting requirements.

10. **Who Has Access to Data?**

Your information will be shared internally, but only where necessary for administration reasons.

The Company shares your data with third parties where required by law, where it is necessary in order to administer the working relationship with you or where we have another legitimate interest in doing so (for example, to broadcasters or other third party companies in connection with the exploitation and publicity of programmes/films produced by the Company). The Company may also share your data with other third parties, for example, in the context of a sale of some or all of its business. In those circumstances the data will be subject to confidentiality arrangements.

Your data may be transferred to countries outside the European Economic Area (EEA) where those countries are involved in a particular television production eg for visa purposes. In these cases only data required for that particular use will be transferred outside the EEA. If you require further information, it is available from the Company's Data Protection Officer.

11. **How Does The Company Protect Data?**

The Company takes the security of your data seriously. The Company has internal policies and controls in place to prevent your data being lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties.

When the Company engages third parties to process personal data on its behalf, they do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

12. **Your Duty to Inform Us of Changes**

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

13. **Your Rights**

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request (known as a "data subject access request");
- require the Company to change incorrect or incomplete data;
- request erasure of your personal information. This enables you to ask the Company to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;

- object to the processing of your data where the Company is relying on its legitimate interests as the legal ground for processing; and
- ask the Company to suspend the processing of your personal data for a period of time if data is inaccurate or there is a dispute about its accuracy or the reason for processing it.

If you would like to exercise any of these rights, or you have any questions about the privacy notice, please contact Emma Rowe at emma.rowe@ajhfilms.com

If you believe that the Company has not complied with your data protection rights, you have the right to make a complaint to the Information Commissioner's Office.