SUPPLIER/CONTRACTOR PRIVACY NOTICE

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1. Introduction

FremantleMedia Limited is committed to protecting personal information that is shared with us. This privacy notice explains what we do with personal information that we may process about individuals falling under the following categories: (i) contractors engaged to provide goods and/or services to us eg. Sole traders, and individuals providing services via limited companies, partnerships or personal service companies; (ii) individuals engaged by outsourced service providers (eg camera and other technical contractors, cleaning, security, catering contractors); and (iii) agency workers.

We collect and record your personal information from a variety of sources including directly from you. You may provide this information directly to the Company or production team contact through being engaged on one of our programmes or during our contracting, ordering and payment processes or emails and CVs which you send to the Company. For agency workers and individuals engaged by outsourced service providers we may receive personal information about you directly from the relevant agency or service provider. We may also obtain information from third parties, for example to carry out background checks or if securing references. We may make changes to this privacy notice from time to time, so please check our website periodically at http://fremantle.co.uk/privacy-notice-supplier.pdf. You can also email us to ask for a copy.

2. Who we are and how to contact us

FremantleMedia Limited is the data controller responsible for your information. We're an English company (with company number 00276928) and our registered office address is 1 Stephen Street, London W1T 1AL.

If you have any questions about this notice or want to exercise your rights, please email us at privacy.officer@fremantle.com. You can also write to us at our registered office address, marked for the attention of our privacy officer.

3. What information we use, what we do with it, and the legal bases we rely on

We ask you for, and use, your personnel's personal information when you are engaged by us to supply goods and/or perform services in relation to our programmes. We use that information in a number of different ways, and the table below sets out what we do with your personnel's information.

Information we use	How and why we use it	What is our lawful basis
Name (including any preferred names), address, phone numbers, email address and other contact details.	To contact you about your engagement in relation to our programmes. To include on documents relating to the production of our programmes such as call sheets (so that you are contactable on filming days by other production staff and crew), contact lists, health and safety audits, risk assessments, incident reports, insurance cover, and security lists. We share your name and email address (or your Diamond Linking Code) with an IT system used by the Creative Diversity Network ("CDN"). CDN monitors diversity on UK television through a programme called Diamond. CDN will invite you to provide – entirely at your discretion – your diversity characteristics (such as gender, ethnicity, disability, age, gender identity	To perform our contract with you. We have a legitimate interest in managing and administering the production of our programmes. We'll share your name and email address (or Diamond Linking Code) with CDN because we consider that it is in our legitimate interests, CDN's and society's interests as a whole to ensure diversity in the television industry. To establish, exercise or defend legal claims.

	and sexual orientation) directly into that system. We may share your contact details with broadcasters or our commercial partners or UK or international licensees of the programme so that they can include your name as part of the end credits of the programme. To keep for reference purposes on our databases and to keep in touch with you regarding future business opportunities. To take legal or administrative action in relation to our contract with you, including to enforce the terms of the contract and resolve any disputes For the purposes of reporting your personnel's involvement in any incidents and investigating complaints by or regarding you. We'll share this information with the broadcaster for inclusion on its own rights databases.	
Your CV, application forms, details of education, job history and experience, qualifications, contracts of employment, offer letters, vetting and verification information and references.	We use this information to assess whether to engage you in connection with our programmes and to take up references to confirm your job history.	We have a legitimate interest in assessing whether to enter into a contract with you or the service provider for the provision of your service. If you are engaged by us, to perform that contract with you or the service provider providing your services.
Data relating to your engagement with the Company such as work contact details, (eg. Address, telephone number, email), work location and currency for location, worker number and various system IDs, hire/contract start and end dates, role title and role description, termination/contract end dated, references	To support administration and management and maintaining and processing general records necessary to manage the contractor relationship and operate the contract for services.	To perform our contract with you/the service provider providing your services. We have a legitimate interest in administering and managing our business operations.
Your bank details, date of birth and NI number, details of contractor payments, VAT payments, other miscellaneous payments and deductions and other payment records.	For the payment and review of invoices, fees, expenses and for the administration of other payments such as insurances. To support administration and management and maintaining and processing general records necessary to manage the contractor relationship and operate the contract for services.	To perform our contract with you or the service provider providing your services.
Copy of passport and other documents showing immigration status.	We check and make a copy of this information to verify that you have a legal entitlement to live and work in the UK.	Compliance with a legal obligation.
Health or medical information supplied by you on a confidential Health Declaration Form and the results of a medical examination if required for production insurance purposes and any health or medical information disclosed by you during your engagement with us	To safeguard your welfare and make sure you're able to perform the services under our contract with you. If any recommendations are made by the company doctor, it also enables us to make any reasonable adjustments.	We only use this information if you've given your permission (i.e. explicit consent). You don't have to give your permission, but without your permission, you might not be able, or continue to be engaged by us. Please also see the note on the Special Purposes exemption below in relation to

	To effect insurance on you for our own benefit against losses arising from your inability to perform the contract. Information disclosed on the Health Declaration Form and the results of any medical examination will be confidential between you and the applicable doctor and we will not see this information. We may be supplied with a medical report by the doctor in order to assess or determine your state of health and fitness for engagement on the programme, or a particular role or task or to assess any risk to your health. We may use health information contained in a medical report or that you disclose to us to comply with health and safety obligations and any duties to make reasonable adjustments.	personal data processed on the basis of your explicit consent.
Driving licence details	In order to comply with our health and safety obligations for those who drive to work and to effect any necessary insurance.	Compliance with a legal obligation. We also have a legitimate interest in managing and administering our business and ensuring your welfare.
Personal data collected and retained by our IT systems, entry passes or tapes from CCTV cameras, browsing history, data stored on laptops.	To operate the Company's IT and communications systems such as the use of mobile phones, ipads and laptops, to maintain the integrity of the Company's IT systems and infrastructure, to ensure compliance with the Company's IT policies and to check for unauthorised use of those systems (including where appropriate, monitoring) and to comply with record keeping and other legal obligations.	It is in our legitimate interests to manage and administer our business; ensure the security of our sites and systems; and safeguard your welfare and the welfare of the other production personnel working on our programmes. Compliance with a legal obligation.
Personal information recorded on health and safety audits, risk assessments, incident reports, call sheets, contacts lists, organising travel and hotel bookings, insurance cover.	For the administration and management and maintaining and processing of the general records necessary for the business activities undertaken by the contractor relationship and to operate the contract for services.	It is in our legitimate interests to manage and administer our business. Compliance with a legal obligation. Carrying out obligations and exercising specific rights in the field of employment.
Name, address, telephone number and email address and other information included on your CV.	To keep for reference purposes so that we can contact you about other programmes you might be interested in working on. If we can't contact you, we won't be able to let you know about new series or programmes you might want to apply to be engaged on.	We have a legitimate interest in maintaining a database of suppliers and contractors that have provided services to the company previously.
Personal information collected in relation to contractor claims, complaints and disclosures	Contractor involvement in incident reporting and disclosures, investigation of complaints by or regarding contractors	To enforce our legal rights and obligations. To ensure that the Company's legal rights and interests are managed appropriately. We have a legitimate interest in assessing and investigating claims, complaints and disclosures. Necessary for the establishment, exercise, or defence of legal claims.

Audio and/or visual recordings of you filmed / recorded during the production process.	Depending on the nature of your role there may be situations where a supplier or contractor's voice or image is recorded during the production process. Recordings of your voice or image may be used in the production and exploitation of the programme.	To perform our contract with you. Audio and video is recorded at all times during the production of the programme. If the nature of your role requires you to be in the vicinity of recording equipment during the production, you should be aware that your voice and image are likely to be recorded as part of the production process. Any Special Category Data which you chose to reveal during the production process which is captured by our recording equipment will be processed on the basis that you have manifestly made this information public.
Transcripts of audio recordings of you recorded during the production process and used to make editorial decisions about the programme.	Depending on the nature of your role there may be situations where a supplier or contractor's voice is recorded and later transcribed during the filming process. We use these transcripts to assist in the review of recorded content during the production process.	We have a legitimate interest in efficiently reviewing recorded audio content in order to inform production decisions. Any Special Category Data which you chose to reveal during the production process which is captured by our recording equipment will be processed on the basis that you have manifestly made this information public.

4. Who we share your information with

We share your personal information with certain other companies in relation to our programmes.

Companies we'll share your information with include those within the Fremantle Group, as well as with RTL Group, our parent company, our co-producer(s) (if applicable) on the programme, and the programme's broadcaster (eg. BBC, C4, ITV and C5). Your information may also be shared with our insurers, the programme's insurers, to accountants, auditors, lawyers and other outside professional advisers, and to companies who provide products and services to us (such as car hire companies, IT systems suppliers, and payroll providers, and intermediaries/brokers, as well as legal and regulatory authorities including OFCOM, HM Revenue and Customs or the Border & Immigration Agency, and as required by law.

We also share your name and email address (or Diamond Linking Code) with the Creative Diversity Network ("CDN"), which acts as an independent data controller for the purpose of monitoring diversity in the television industry through Diamond (currently operated via The Everyone Project, "TEP"). CDN is the data controller for this diversity data, and is responsible for deciding how it is used and how long it is kept. Please check CDN's own privacy notice before providing any such information, as we are not responsible for how CDN uses it. If you would prefer not to be involved in Diamond, please tell your production contact within 7 days of the date of your engagement agreement.

Either way, whenever we share your information, we'll make sure that the company we share it with keeps your information as securely as we do.

5. International transfers

Sometimes the companies and suppliers we need to share personal information with are located outside the United Kingdom.

Where we do this, we'll put in place appropriate contracts to ensure that any transfer of your personal data is lawful and that your information is appropriately protected, and/or we'll make sure your personnel's personal information receives the same protection as if it were being processed inside the United Kingdom. If you or your personnel would like more information about this, please let us know by contacting our privacy officer.

6. How long we keep your information

We don't keep your personal information for longer than is necessary, bearing in mind the purpose for which we collected that information, and any applicable legal or regulatory requirements. We keep your information for a reasonable time after your engagement by the Company has terminated. The Company needs to do this in order to ensure benefits have been properly administered, to give references if requested to do so, to ensure that the Company's tax obligations have been satisfied and to deal with any tribunal or other court proceedings. The Company will retain such records after termination of employment in accordance with its policy on the retention of records or other investigations by authorised bodies. The Company's retention policy for key records are as follows:

Wages/freelancer/contractor payment records, NI numbers	While engagement continues +6 years
Medical Records	While engagement continues +6 years
HR Records (including attendance records, application forms, CVs, job or status change records, termination papers, test results, training and qualification records, next of kin records, references, investigation records)	While engagement continues +6 years
Passport copies	While engagement continues + 2 years
Freelance terms and conditions and contractor contracts	While engagement continues + 7 years
All non hired applicants (including all applications and resumes whether solicited or unsolicited, results of post offer, pre-employment physicals, results of background investigations, if any, related correspondence)	6 months
DVLA licence checks	Up to 1 year

7. <u>How to access your information and other rights</u>

You have a number of rights in relation to the information we hold about you.

- **Your right of access**

  If you ask us, we'll confirm whether we're processing your personal information and, subject to any applicable exemptions, provide you with a copy of that personal information (along with certain other details) within the timescales or extended timescales provided for by the law for complex requests, or where applicable, provide you with an explanation as to why we will not be complying with your request. If you require additional copies, we may need to charge a reasonable fee.

- **Your right to rectification**

  If the personal information we hold about you is inaccurate or incomplete, you're entitled to have it rectified. If you are entitled to rectification and if we've shared your personal information with others, we'll let them know about the rectification where possible and where this would not involve disproportionate effort. If you ask us, where possible and lawful to do so, we'll also tell you who we've shared your personal information with so that you can contact them directly.

- **Your right to erasure**

  You can ask us to delete or remove your personal information in some circumstances such as where we no longer need it or if you withdraw your consent (where applicable because that was the legal basis on which we were processing your personal information). If you are entitled to erasure and if we've shared your personal information with others, we'll take reasonable steps to inform those others where possible and where this would not involve disproportionate effort. If you ask us, where it is possible and lawful for us to do so, we'll also tell you who we've shared your personal information with so that you can contact them directly.

- **Your right to restrict processing**

  You can ask us to 'block' or suppress the processing of your personal information in certain circumstances such as where you contest the accuracy of that personal information or you object to us. If you are entitled to restriction and if we've shared your personal information with others, we'll let them know about the restriction where it is possible for us to do so. If you ask us, where it is possible and lawful for us to do so, we'll also tell you who we've shared your personal information with so that you can contact them directly.

- **Your right to data portability**

You have the right, in certain circumstances, to obtain personal information you've provided us with (in a structured, commonly used and machine readable format) and to reuse it elsewhere or to ask us to transfer this to a third party of your choice.

- **Your right to object**

  You can ask us to stop processing your personal information, and we will do so, if we are:

  - relying on our own or someone else's legitimate interests to process your personal information, except if we can demonstrate compelling legal grounds for the processing; or
  - processing your personal information for direct marketing.

- **Your rights in relation to automated decision-making and profiling**

  You have the right not to be subject to a decision when it's based on automatic processing, including profiling, if it produces a legal effect or similarly significantly affects you, unless such profiling is necessary for entering into, or the performance of, a contract between you and us.

- **Your right to withdraw consent**

  If we rely on your consent (or explicit consent) as our legal basis for processing your personal information, you have the right to withdraw that consent at any time. 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 legal basis for doing so or we rely on the Special Purposes exemption to continue to process your information (see below).

- **Your right to lodge a complaint with the supervisory authority**

  If you have a concern about any aspect of our information management practices, including the way we've handled your personal information, you can report it to the Information Commissioner's Office (ICO) in the UK. You can find details about how to do this on the ICO website at https://ico.org.uk/concerns/ or by calling their office on 0303 123 1113.

If you want to exercise any of these rights, please contact us (our contact details are at the top of this notice). Please note that if your request relates to the provision of goods or services to us, we (or relevant third parties) may rely on the Special Purposes exemption to data protection rules in relation to journalistic freedom, the right to artistic expression or, more generally, the right to freedom of expression as set out below.

8. Special Purposes

We are required under applicable data protection legislation (in particular the UK General Data Protection Regulation ("GDPR") and the Data Protection Act 2018 ("DPA")) to use your personal data as set out in this privacy notice and in accordance with your rights under applicable data protection laws (as set out above).

However, Article 85 of the GDPR and Schedule 2 Part 5 of the DPA contains an exemption which allows us and relevant third-party partners (such as the commissioning party for a production you have been engaged on) not to apply aspects of this policy and your rights where they are incompatible with the artistic purposes of the production and there is a public interest in its broadcast. This exemption is known as the "Special Purposes" exemption. As such, you should be aware that aspects of this policy and your rights under data protection law may not apply where they are incompatible with the Special Purposes exemption.

For example, where we process your personal data on the basis of your consent or explicit consent (e.g., health information provided on a Health Declaration Form) and you subsequently seek to exercise your right to withdraw that consent, we may rely on the Special Purposes exemption to continue to process this information where stopping the processing and deleting your data is incompatible with the artistic or journalistic purpose of the programme, and there is a public interest in its broadcast.