



AMAZING PRODUCTIONS PRIVACY NOTICE

Introduction

This is Amazing Production's Policy relating to Privacy and Data Production.

Amazing Productions policy is to only collect and retain personal data that is necessary for the Company to conduct its business, to respect the privacy of individuals and to ensure that any data held is secure, giving access only to those who have a lawful right to access. This applies to both automated and manual records.

PLEASE NOTE UPDATE TO POLICY BELOW

Everyone within Amazing Productions Ltd has a responsibility to adhere to the standards of the Data Protection Policy. Directors, managers and anyone else deemed to be a 'Data Controller' have key responsibilities for the implementation, application and monitoring of this policy. The Data Protection Act 1998 prescribes that personal data (namely data which relates to a living individual who can be identified from that data), shall:

- be obtained and processed fairly and lawfully and shall not be processed unless certain conditions are met;
- be obtained for a specified and lawful purpose and shall not be processed in any manner incompatible with that purpose;
- be adequate, relevant and not excessive for those purposes;
- be accurate and kept up to date;
- not be kept for longer than is necessary for that purpose;
- be processed in accordance with the data subject's rights;
- be kept secure from unauthorised access, accidental loss or destruction;
- not be transferred to a country outside the European Economic Area, unless that country has equivalent levels of protection for personal data;

Amazing Productions Ltd and all of its workers who collect or process personal data must ensure that they follow these principles at all times.

The need to ensure that data is kept securely means that precautions must be taken against physical loss or damage, and that both access and disclosure must be restricted. As a worker, you are responsible for ensuring that:

- any personal data which you hold is kept securely;
- personal information is not disclosed either orally or in writing or otherwise to any unauthorised third party.

In some cases express written consent of a Data Subject is required before their personal data can be processed, for example:

- if the data is "sensitive", i.e. it relates to matters such as health, race or gender; or
- if the data is to be transferred outside the European Economic Area.

People working for Amazing Productions Ltd should be particularly mindful of the Data Protection legislation when they are dealing with information supplied to them by actual or potential programme contributors. This information should be used only for the very specific purpose(s) for which it was supplied and should not be processed for any other reason either inside or outside of the Company.

Personal references are subject to special provisions under the Data Protection Act 1998. References given by Amazing Productions Ltd are exempt from the Data Subject's right of access.

Details of the purposes for which Amazing Productions Ltd may hold personal data and the types of data it is permitted to process and retain can be found on the Data Protection Register at www.dpr.gov.uk.

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The Data Protection Act 1998 contains criminal offences, for which Amazing Productions Ltd and an individual who makes an unlawful disclosure of personal data, could be held liable in the event of a breach of data protection requirements. Therefore, any breach of this policy could result in the termination of your engagement with the Company and/or criminal proceedings.

Data Protection methods for Production Team

- documents should be printed only when necessary;
- **shred** all call sheets / unit lists and anything with mobile numbers on;
- all previous drafts of a document should be **shredded promptly**;
- all scripts to be **shredded**;
- **encrypt files** like cast lists so they are password protected to help prevent cast personal details getting into the public domain;
- any such data be **deleted** once the production has been delivered;
- all scripts should be shredded;
- include a Data Protection Notice on front of all filming schedules, contact lists, call sheets etc. explaining that all individuals working on the production have data protection responsibilities:

PRIVACY LAW AND DATA PROTECTION LAW IS CHANGING:

Amazing Productions Ltd are aware that Privacy Law and Data Protection Regulation is changing and as such we will be updating our policy.

While we update our Policy we will adhere to the following guidelines:

General Data Protection Regulation (Regulation (EU) 2016/679) ("GDPR")

1. Amazing Productions Ltd, (as controller of data) warrants, undertakes and represents on an ongoing basis that it shall comply with all laws relating to data protection, data privacy and/or information security which are applicable, including the General Data Protection Regulation (GDPR) ((Regulation (EU) 2016/679) and the Privacy and Electronic Communications (EC Directive) Regulations 2003 ("**Data Protection Laws**"), in each case as amended, repealed, replaced or supplemented from time to time.
2. In particular to the extent Amazing Productions Ltd processes any personal data as processor in connection with programmes:
 - 2.1. it shall process the personal data only on and in accordance with documented instructions from controller (which may be given by email), including with regards to transfers of personal data to a third country or international organisation, unless required to do so by Union or Member State law to which The Production Company is subject, in which case The Production Company shall inform the controller in writing of that legal requirement before processing, unless that law prohibits such information on important grounds of public interest. The Production Company shall immediately inform the controller in writing if, in its opinion, an instruction from controller infringes the GDPR or other Union or Member State data protection provisions;
 - 2.2. it shall ensure that persons authorised to process the personal data have committed themselves to confidentiality or are under an appropriate statutory obligation of confidentiality;
 - 2.3. it shall take all measures required pursuant to Article 32 (*Security of Processing*) of the GDPR;
 - 2.4. it shall not engage another processor without the prior specific written, or general written, authorisation of the particular controller. Where The Production Company has the prior general written authorisation of the controller, Amazing Productions Ltd shall inform the controller of any intended concerning additional or replacement of other The Production Companies, giving the controller the opportunity to object to such changes. In the case of any such objection, The Production Company shall not engage such additional or replacement processor;
 - 2.5. if The Production Company engages another processor, The Production Company shall ensure that the same data protection obligations shall be imposed on that other processor by way of a written contract, in particular providing sufficient guarantees to implement appropriate technical and organisational measures in such a manner that the processing will meet the requirements of the Data Protection Laws. The Production Company shall ensure that any such The Production Company

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- complies with such obligations and The Production Company shall remain fully liable to Controller for the performance by such other The Production Company of such obligations;
- 2.6. it shall, taking into account the nature of the processing, assist the Controller by appropriate technical and organisational measures, insofar as this is possible, for the fulfilment of the Controller's obligation to respond to requests for exercising the data subject's rights laid down in Chapter III (*Rights of the data subject*) of the GDPR;
 - 2.7. it shall assist any controller in ensuring compliance with the obligations in Section 2 (*Security of personal data*) and Section 3 (*Data protection impact assessment and prior consultation*) of the GDPR, taking into account the nature of The Production Company's processing of the personal data and the information available to The Production Company;
 - 2.8. at the Contributors election, it shall delete or return all the personal data to Contributors after the provision and terms of the agreement and delete all existing copies unless Union or Member State law requires storage of the personal data;
 - 2.9. make available to Contributors all necessary to demonstrate compliance with the Data Protection Laws and shall make this information available to Contributors and allow for and contribute to audits, including inspections, conducted by Contributors or any auditor mandated by Contributors, and shall provide reasonable assistance to Contributors and any auditor in respect of such audits;
 - 2.10. taking into account the state of the art, the cost of implementation and the nature, scope, context and purposes of processing as well as the risks of varying likelihood and severity for rights and freedoms of natural persons posed by the processing, it shall implement appropriate technical and organisational measures (which may include, where appropriate: pseudonymising and encrypting personal data; ensuring confidentiality, integrity, availability and resilience of its systems and services; ensuring that availability of and access to personal data can be restored in a timely manner after an incident; and regularly assessing and evaluating the effectiveness of the technical and organisational measures adopted by it) which are designed to implement data-protection principles, such as data minimisation, in an effective manner and to integrate the necessary safeguards into the processing in order to meet the requirements of the Data Protection Laws, to protect the rights of data subjects, and to ensure and to be able to demonstrate that processing is performed in accordance with the Data Protection Laws;
 - 2.11. it shall implement appropriate technical and organisational measures for ensuring that, by default, only personal data which are necessary for each specific purpose of the processing are processed. That obligation applies to the amount of personal data collected, the extent of their processing, the period of their storage and their accessibility;
 - 2.12. it shall promptly inform Contributors if any personal data is lost or destroyed or becomes damaged, corrupted or unusable and will restore such data at its own at its own reasonable and fair expense and it is necessary and appropriate to do so,
 - 2.13. in the case of a personal data breach Amazing Productions Ltd without undue delay and where feasible not later than 24 hours of becoming aware notify Contributors of the personal data breach unless the personal data breach is unlikely to result in a risk to the rights and freedoms of natural person. If later than 24 hours it shall accompany reasons for the delay. Such notification shall be in writing and shall include at least the information set out in Article 33 of the GDPR to the extent such information is available to Amazing Productions Ltd. Amazing Productions Ltd shall update such notification if additional information becomes available to it from time to time.

END: POLICY UPDATED 28 MAY 2018