**APPLICANT/CONTRIBUTOR PRIVACY NOTICE**

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| **PRIVACY NOTICE**  **HOW YOUR PERSONAL DATA WILL BE USED** |
| The Data Controller is STV Studios (or its subsidiaries) (“We”, “Us” “Our”).  We comply with UK General Data Protection Regulations (GDPR) and UK privacy laws to the extent that We are required to collect and process the information supplied in this Privacy Notice. The personal data you provide will be used by Us for selection purposes and if selected, may be used in connection with the production or promotion of the relevant programme. We will not disclose your personal data to anyone else unless you agree or if We are required to do so for legal or regulatory purposes. If selected, We will retain a copy of your application form with your personal data in our programme records.  **What type of personal data do We collect?**   * Name and Contact Details: name, address, telephone/mobile number, email address * Biographical Information: date of birth, gender, nationality * Audiovisual Data: image, voice recording * Background Information: general information about you * Special Category Data: gender, racial group, health (incl. access services and/or alternative formats) * Lexis Nexis Data: name, address, date of birth * Public Data: images, opinions, behaviour   **How We get your personal data , why We have it and how it will be used.**  Most of the personal data We process is provided to Us directly by you for one of the following reasons:   * To assess your application and to consider you as a programme participant; * To learn more about you; * To ensure We include a diverse range of applicants in Our programme to represent society and Our viewing audience; * To verify the information you have provided; * To identify behaviour which may cause harm or offence to Our viewing audience, or may otherwise have a negative impact on Our reputation.   We will also seek personal data about you from the following sources:   * Background Check Providers: Lexis Nexis <age, address>, * Public Sources, Google, Social Media (Twitter, Facebook, LinkedIn, Instagram), * Medical professionals (with your consent).   **Under GDPR, the lawful bases We rely on for processing this information are:**   1. **Your consent. You are able to withdraw your consent at any time. You can do this by contacting Us using the contact details below. We will ask for your consent before We process any Special Category Data or undertake enquiries and/or basic criminal checks (see below).** 2. **Legitimate Interests: We have a legitimate interest to validate the information You provide to Us to protect ourselves, other participants and viewers.**   **We use the information that you have given Us in order to:**   * consider your application for an audition (if applicable); * consider you for inclusion in the programme; * to conduct accuracy and suitability checks   **We may share this information with**: broadcasters, verification organisations, regulatory and legal bodies, third party health practitioners and data processors.  **How We store your information**  Your information is securely stored by Us. Where you are successful, We will keep your application form together with the programme information. Where you are unsuccessful, We delete your application after the programme is broadcast (or earlier if We determine it appropriate) unless We have asked and you have agreed that We can retain it for a further specified period.  **How We keep your information secure**  We have put in place systems, policies and procedures to prevent your personal information from being accidentally lost, used, accessed, altered by, or disclosed to unauthorised persons. In addition, We limit access to your personal data to persons who have a business need-to-know. Data processors will only process your personal data on Our instructions and they are subject to a duty of confidentiality. Your application information is only processed within the EU and is subject to UK Data Protection laws.  **SPECIAL CATEGORY DATA**  During the application process, and if you progress to audition and contributor stages, We will also collect and process personal about you which is more sensitive. This data is known as Special Category Data and can be information about your physical or mental health or condition (other than for access purposes) and criminal history such as unspent convictions, live and pending court hearings (if any) as well as your race, ethnic origin, politics, religion, trade union membership, genetics, or sexual orientation. Where We process further special category data, We will inform you separately and provide you with further information at that time. In particular, We will also seek information about your health and any criminal convictions, but only with your permission.  Special Category Data will only be retained if your application is successful and only if it is necessary to keep it. Otherwise, it will be deleted securely.  When this data is to be collected, it will be collected and processed in accordance with the following Special Category Data Privacy Policy which should be read in conjunction with the above Privacy Notice:   * You expressly acknowledge, for the purposes of GDPR, that where you have provided or given access to any health or criminal history Special Category Data, We will use this for selection purposes, in order to determine your fitness to appear in the programme. * You expressly acknowledge, for the purposes of GDPR, that where you have provided or given access to any race, ethnic origin, politics, religion, trade union membership, genetics, or sexual orientation Special Category Data, We will use this for selection purposes, in order to ensure We include a diverse range of applicants in our programme to represent society and our viewing audience; * The legal basis for this processing is to allow Us to comply with Our legal obligations. * We have a legal obligation to you and other participants in the programme to make enquiries into your health and criminal history Special Category Data to protect the health, safety, and welfare of all participants, including you. * We have a legitimate interest, being the making, commercial exploitation, distribution and promotion of the programme and your contribution, for your Special Category Data to be processed in accordance with this Privacy Notice which is not overridden by your interests, rights and freedoms. * We will not disclose your Special Category Data to anyone else unless you agree or if We are required to do so for legal or regulatory purposes. * If you are not selected, your Special Category Data will be retained only for as long as required for the purposes of selection for the programme after which it will be safely and securely destroyed. * If you are selected, it will be kept in a safe place accessible only by those who have permission, to show that We have complied with our obligations only for as long as We need to keep it and then it will be safely and securely destroyed. * You can only take part on the programme if you consent to Us processing your Special Category Data for these purposes in accordance with this Special Category Data Privacy Policy.   YOUR CONSENT AND YOUR DATA PROTECTION RIGHTS  **Your consent: You are able to remove your consent at any time. We will ask for your consent before we process any special category data or undertake basic criminal checks.**  If you do not want to provide consent, want to withdraw consent or have any questions about how this information will be used, please contact Us at [privacyteam@stv.tv](mailto:privacyteam@stv.tv). Where relevant, you will need to write separately to any third parties to withdraw consent from them. Please note however, that not providing consent, or withdrawing consent, may have an impact on your ability to participate in the programme.  **Your data protection rights**  Under data protection law, you have rights including:  **Your right of access** - You have the right to ask Us for copies of your personal information.  **Your right to rectification** - You have the right to ask Us to rectify information you think is  inaccurate. You also have the right to ask Us to complete information you think is incomplete.  **Your right to erasure** - You have the right to ask Us to erase your personal information in certain  circumstances.  **Your right to restriction of processing** - You have the right to ask Us to restrict the processing of your information in certain circumstances.  **Your right to object to processing** - You have the right to object to the processing of your personal data in certain circumstances.  **Your right to data portability** - You have the right to ask that We transfer the information you gave Us to another organisation, or to you, in certain circumstances.  You are not required to pay any charge for exercising your rights. If you make a request, We have one month to respond to you.  **How to exercise your data protection rights and/or complain**  Please contact our data protection team at [privacyteam@stv.tv](mailto:privacyteam@stv.tv) if you wish to make a data rights request or if you have any questions or complaint about this Privacy Notice. You can also complain to the ICO if you are unhappy with how We have used your data. The ICO’s website is at <https://ico.org.uk/global/contact-us/>. |