

Privacy Notice for Staff

This privacy policy applies to personal information that we will collect and process about you in the course of the production. We are committed to protecting and respecting your privacy. In this policy you will find information about what types of information we hold about you, how and why we collect it, and how we use it. This Policy also tells you about your rights and how you can exercise them. Please read it carefully to understand our views and practices regarding your personal data and how we will treat it.

In this policy **Data Protection Legislation** means the Data Protection Act 2018 and the General Data Protection Regulation 2016/679 EC. **Personal Data** has the meaning in the Data Protection Legislation, but in essence it means information from which you are or can be identified, either directly or indirectly.

1. Data controller

For the purposes of the Data Protection Legislation **URBAN MYTH FILMS LIMITED (Company)** is a data controller and processes personal data about you.

If you need to contact us about anything related to this policy or to our use of your personal data you can do so by writing to us at 10 Orange Street, London, United Kingdom, WC2H 7DQ or by email info@urbanmythfilms.com

2. What information will we collect

We will collect information regarding:

- your personal details including your name, gender, and marital status;
- your contact information, including your name, address, email address, telephone number, and emergency contact details;
- your skills and experience including: prior employment/experience, education, qualifications, references, languages and other skills;
- your position, including your job title, unit, location, supervisor/subordinates, contract terms, performance reviews, disciplinary processes, sickness, other absences;
- your immigration status: including passport, visa, and proof of citizenship or residency; and
- payroll and other financial data including national insurance number, tax reference and status, pension contributions and provider, working time records, holiday and sick leave, salary, bonus, overtime and shift work; details on stock options; stock grants and other awards; pay frequency; salary reviews.

3. How we process your personal data

We will process your Personal Data for the purposes of:

- recruitment (including obtaining references from third parties);
- determining the terms on which you are engaged by us;
- checking that you are legally entitled to work in the UK and ascertaining your fitness to work;
- performing our obligations under this Agreement and for the purposes of managing the production;

- management and administration of personnel including allocation of resources, training, health and safety, holiday/leave; sickness, other absences, disciplinary issues
- managing payroll and benefits;
- dealing with legal disputes involving you, other employees, workers or contractors;
- preventing fraud;
- managing our IT systems;
- communicating with you and other members of the team, including in emergency and for disaster recovery;
- equal opportunities monitoring; and
- dealing with our legal and compliance obligations.

4. **Special Category Data – health, equal opportunities and criminal records**

4.1 We may also process:

- 4.1.1 your special category data as defined in the GDPR (**Special Category Data**) including: information about your physical or mental health, or disability status to ensure health and safety in the workplace, to assess your fitness to work, to provide appropriate workplace adjustments, to monitor and manage sickness absence, to administer benefits and (where relevant) to enable us to take out insurance against loss arising from your inability to perform any of the services under our agreement with you and other losses; and, information about your race or national or ethnic origin, religious, philosophical or moral beliefs, or sexual life or sexual orientation, to ensure meaningful equal opportunity monitoring and reporting; and
- 4.1.2 your Personal Data relating to criminal convictions or offences or related security measures (**Criminal Record Data**) for the purposes of assessing your suitability for providing the services in respect of the Programme, especially if the Programme involves children or vulnerable persons.

5. **Lawful basis for processing**

5.1 We shall only process your Personal Data when we have a lawful basis for doing so. Most commonly we will process your Personal Data where it is:

- 5.1.1 necessary for the performance of any agreement we have with you and in order to take steps at your request prior to entering into such an agreement;
- 5.1.2 for the purposes of pursuing our legitimate interests including our interest in pursuing our commercial production business operations; in maintaining records and complying with legal, regulatory and corporate governance obligations and good employment practices; establishing, exercising or defending legal claims; monitoring and managing access to systems and facilities; protecting networks, and the Personal Data of employees, workers or contractors against unauthorised access; ensuring business policies are adhered to; and, cooperating with investigations by regulatory authorities;
- 5.1.3 in order to comply with our legal obligations; and/or
- 5.1.4 where the processing involves Special Category Data or Criminal Record Data, because you have consented to such processing.

6. **Sharing data with third parties**

6.1 The processing of your Personal Data may involve the disclosure of such Personal Data to third parties including:

- our production partners;
- other personnel engaged in the production;
- our suppliers, promoters and advertisers;
- other persons connected with your engagement under any agreement we have with you;
- legal and regulatory bodies; and
- potential purchasers of the Company or any of its assets or business.

6.2 The disclosure and processing of your Personal Data may involve the transfer of such Personal Data outside the European Economic Area (**EEA**) where data protection regulations may not offer the same protection as those applicable within the EEA. In most cases such a transfer will be necessary in order to enable us to perform our obligations under our contract with you (e.g. to provide your contact and other information to overseas production companies). Where such transfer is not strictly necessary we shall have adequate measures in place to protect the Personal Data being transferred.

7. **Retention**

We will only retain your Personal Data for as long as necessary to fulfil the purposes for which we collected it, including for the purposes of satisfying any legal, accounting, or reporting requirements.

8. **Your Rights**

You have certain rights in respect of your Personal Data and in particular the right of access to personal data, the right to object to processing, the right of rectification of inaccurate data, and the right of erasure. Full details of such rights can be found on the Information Commissioner's Office (**ICO**) website (www.ico.org.uk) and if you have any questions please let us know, or you can also contact the ICO (contact details are on their website). You may at any point contact us with any questions or concerns about our processing of your Personal Data, and you also have the right to file a complaint with the ICO if you believe that we are in breach of the Data Protection Legislation. We hope that will not be necessary and that we can resolve any issues you may have.