

## **General & Website Privacy Statement**

**Updated 28/03/24**

Specky Productions Limited (the 'Company' or 'we') is an independent television producer making content for distribution in all media throughout the world. We take your privacy and the safeguarding of your Personal Data very seriously.

What is Personal Data?

Any information relating to an identifiable person who can be directly or indirectly linked to that person e.g. date of birth, contact details, home address and including online "identifiers" such as IP addresses. 'Special Categories' data includes "sensitive" data such as race, political orientation, genetic/biometric and medical data.

When do we collect it?

We will collect information about you as part of your work or involvement in whatever capacity with or for the Company.

Why do we collect it?

We collect data in order that we may (a) produce, promote, distribute and otherwise exploit our productions in any media and formats worldwide; (b) meet compliance or legal obligations and (c) only if necessary, for medical reason in assessing an individual capacity to provide their services or contribution in respect of a contract.

It may also be necessary for us to collect some of your personal information for the purposes of confirming your identity or making payments. This information may include, name, address, email, phone numbers, tax and NI information and bank details. Depending on the production subject matter, it may also be necessary to collect Special Categories Data.

In all circumstances, we shall collect the minimal amount of data necessary for the execution of our obligations and retain it for such period of time as is reasonably necessary.

On what legal basis do we use it?

We may use your Personal Data where (a) you have given us direct permission or (b) we are fulfilling the terms of an agreement with you or (c) where the law requires us to do so or (d) it is necessary in our legitimate interests or (e) there is substantial public and commercial interest.

Please note that the Company may have to share your Personal Data on a limited basis with certain third parties such as professional advisors, production financiers, broadcasters, distributors and production partners. Also, it may be necessary to transfer such information to any of our business contacts outside the European Economic Area in order to further our business interests even where the country or territory in question does not maintain these data protection standards.

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However, at no time, shall the Company share or sell your information for the purposes of marketing and neither shall your information be shared unless there is a business, contractual or legal obligation to do so.

How do we protect your Personal Data?

All Personal Data is retained in password protected or encrypted documentation and stored on a secured UK password protected cloud-based server with multifactor authorisation with further limited access rights to confidential folders for staff. While this provider retains the information on our behalf, they do not have access to it. Any non-digital information is stored in locked cabinets.

Our data retention is reviewed each year and will be retained for such period as is reasonably necessary to fulfil any contractual or legal obligation.

What rights do you have regarding your Personal Data?

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please write to us at the following address: Data Controller Specky Productions Ltd, Address: C/O Stewart Gilmour 3rd Floor 5 St Vincent Place Glasgow G1 2DH

In most cases this can be supplied free of charge.

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate. Except where the permission relates to your contribution to any programming or ongoing legal obligations, you may withdraw your consent to our retention of your Personal Data on written notice to us.

Cookies

A cookie consists of information sent by our web server to your web browser, and stored by the browser for a specified duration. The information is then sent back to the server each time the browser requests a page from the server. This enables the web server to identify and track the web browser.

We may use both "session" cookies and "persistent" cookies on the website. We will use the session cookies to: keep track of you whilst you navigate the website; and we will use the persistent cookies to: enable our website to recognise you when you visit. Session cookies will be deleted from your computer when you close your browser. Persistent cookies will remain stored on your computer until deleted, or until they reach a specified expiry date.

Third party websites

The Company website contains links to other websites. We are not responsible for the privacy policies or practices of third party websites.

Policy amendments

We may update this privacy policy from time-to-time by posting a new version on our website. You should check this page occasionally to ensure you are happy with any changes.