

ITV STUDIOS FINLAND PRIVACY NOTICE FOR PROGRAMME APPLICANTS, PARTICIPANTS AND CONTRIBUTORS

Introduction

This Privacy Notice concerns the personal information of people who are applicants or participants who we are considering, or have decided, to include in a programme which we intend to produce.

Your information is very important to us and we look after it carefully and in line with privacy and data protection laws, including the EU General Data Protection Regulation.

This policy explains what data we collect and why, how we use it and who we share it with, as well as your rights as a data subject.

We are committed to keeping your information secure with appropriate technical and organisational measures to ensure its confidentiality, integrity and availability.

We may update this Privacy Notice from time to time and will post any changes on our website so it's a good idea to check <https://itvstudios.com/privacy-notice/finland-en>, from time to time.

This Privacy Notice was last updated on 25 May 2018

Who are we?

Any reference to "we", "us" and "our" is to ITV Studios Finland Oy (company no. 1077206-3). We are known as the "data controller" of your personal data and you can contact us at itvsf.info@itv.com or write to us at Elimäenaktu 9A, 00510 Helsinki for more information about how we process your data, including how to exercise your rights as a data subject.

What personal information do we process about you?

The information we process may include your name, address, email address, IP address, gender, date of birth, age, phone number, passport details or other national identifier, driving licence, employment information and details about your previous roles and personal history. We collect information about you from a number of sources, including from you directly. The table below gives more information:

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	WHAT	HOW WE COLLECT THIS INFORMATION / FROM WHERE
1	Information that you give us	<ul style="list-style-type: none"> • from the forms and any associated documentation that you (or an agent on your behalf) complete when you apply for a role or part in, or contribute to, a programme. When you provide it to us in correspondence and conversations (e.g. application telephone interviews, pre-filming questionnaires and release forms) • when you apply, participate or contribute to a programme, information which is relevant to your application or contribution. The information will be dependent on the nature of the programme, but where relevant this could include special category data such as medical information, political opinions, sexual orientation, etc., and where relevant your criminal history. The nature of the programme and the information which we will be asking you for will be explained to you in advance
2	Information we obtain from others	<ul style="list-style-type: none"> • publicly available and accessible directories and sources • social media platforms, including Facebook, Instagram, Twitter, LinkedIn • governmental and competent regulatory authorities to whom we have regulatory obligations • agents and production companies • fraud prevention and detection agencies and organisations

Why do we process your personal information?

- We obtain personal information about you when you apply to take part in a programme or are confirmed as a participant to a programme which we are producing.

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- We need to process this information to consider your application or to make the programme once you have been selected.

We have set out below some more specific information about why we process your personal data.

(1) Our contracts with you

We consider it necessary to process your personal data to perform our contracts with you in the following circumstances:

- (a) to meet the contractual obligations between us
- (b) as part of any legally binding contract which you have entered into with us for your application, contribution and/or participation in a programme
- (c) if you are due any payment to provide to our in-house payments team in order for this to be paid

Contracts are retained for a minimum of 10 years from the date of signature, or for the period during which we have rights in the programme whichever is the longest

(2) To comply with applicable laws

We process your personal data where it is necessary to do so to comply with applicable laws which apply to us as an organisation, including to:

- (a) verify your identity
- (b) carry out verification and anti-money laundering checks, prevent and detect fraud and carry out other legally mandated checks
- (c) if we are legally obliged to disclose your personal data;

(3) Our legitimate interests

We consider that we have a legitimate interest in producing audiovisual programming for commercial exploitation, as such, 'on-screen' and 'off-screen' contributions from individuals are crucial to this production activity and require the processing of personal information about these individuals.

We consider that it is in our legitimate interests (or those of a third party) to process your personal information, namely:

- (a) to produce audio-visual programming for commercial purposes, such as processing 'on-screen' and 'off-screen' contributions from individuals. When

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we refer to a “programme” in this notice we mean not just the finished programme but all rushes, clips and unused material;

- (b) to assess your continuing involvement for the programme that you are contributing to (if your application to participate in a programme is unsuccessful, your information will be deleted within three months of the programme going into production unless you have agreed you may be contacted about future programmes);
- (c) to deal with any questions arising in relation to your participation in the programme;
- (d) to deal with any agents acting on your behalf;
- (e) to retain the programme and your personal data in it in our archive, for the purpose of repeating the programme or otherwise using it for commercial purposes
- (f) to commercially make full use of either the entire programme or clips from it in Sweden and around the world, for the period in which we have rights in the programme. We also keep an archive copy of the programme after our rights have expired - as a record of programming we have produced;
- (g) if applicable, to provide to any third parties (e.g. travel agencies, airlines, resorts and/or hotels) who require it to supply any prizes and/or benefits to you during your participation in a programme, or to facilitate your participation in the programme.
- (h) to share with our professional advisors and/or the commissioning entity or commissioning broadcaster that we are producing the programme for and/or within the ITV plc group of companies and/or any co-producer that we are producing the programme with;
- (i) to verify your age, identity and other information as we may require for the production and exploitation of the programme we are producing;
- (j) in the event that we sell or buy any business or assets, in which case we may disclose your information to the prospective seller or buyer of such business or assets, along with its professional advisers. If ITV Studios Sweden or substantially all of its assets are acquired by a third party, personal information held by ITV Studios Sweden about its applicants, entrants or nominee(s) may be one of the transferred assets. In such circumstances the acquirer of the information will become the new data controller;
- (k) to comply with applicable regulatory obligations;
- (l) to pass on to a competent authority or law enforcement authorities and/or the Office for Communications (OFCOM) should it be requested from us;
- (m) to comply with our accounting and tax reporting requirements;
- (n) to comply with our audit requirements;
- (o) to protect our business against fraud, breach of confidence, theft of proprietary materials, and other financial or business crimes (to the extent that this is not required of us by law);

(p) to monitor communications to/from us using our systems;

We only rely on these interests where we have considered that, on balance, our legitimate interests are not overridden by your interests, fundamental rights or freedoms.

Information about criminal records

Additionally, where authorised by Finnish law, and if the nature of the production warrants such information, we may ask for personal information relating to your criminal convictions and offences, if any.

Future participation

Where you have agreed to this, we process your personal data in connection with your consideration for future series of programmes and/or other shows produced by us or by another company within the ITV plc group of companies. This information may be kept by us for period of up to 3 years from date of the applicable agreement, unless you ask us to delete it earlier.

What do we do with children's personal information?

We are committed to protecting the privacy of children aged under 18 years old. If you are aged 16 or under, please get your parent/guardian's permission beforehand whenever you provide us with any personal information. We will take reasonable steps to verify this by contacting your parent or guardian to confirm their consent.

Who else do we share your data with?

Your information will be used by the relevant production team for the purposes of making the programme. It may also be shared internally with the Business Affairs team to prepare contractual documentation or provide legal advice, and with any other ITV teams involved in commercial exploitation such as the finance teams where a payment is required, and the Health and Safety and Insurance teams (and their respective advisors) if their advice is required.

We may pass your information to our third party service providers, agents, subcontractors and other associated organisations for the purposes of facilitating your application, entry or enquiry or nomination for the programme you are

interested in taking part in. However, when we use third party service providers, we disclose only those elements of your information that are necessary to deliver the required service.

Please be reassured that we will not otherwise share your information further, unless:

- we are required to do so by law, for example by a court order or for the purposes of prevention of fraud or other crime; or
- we are asked to by competent regulatory, prosecuting and other governmental agencies, or litigation counterparties, in any country or territory
- for the purposes of prevention of fraud or other crime

Sending your personal information internationally

We may transfer your personal data to other members of our group, and to third party service providers outside of the European Economic Area, which do not have similarly strict data protection and privacy laws.

Where we transfer personal data to other members of our group, or our service providers, we have put in place data transfer agreements and safeguards using European Commission approved terms. Please contact us at itvsf.info@itv.com if you would like to know more about these agreements or receive a copy of them.

Where this happens, we will ensure that adequate security and safeguards are in place to appropriately protect your information.

How long do you keep my information?

We do not retain your information for longer than necessary for the purpose it was collected.

- We keep your personal data for as long as it is required by us for our legitimate business purposes, to perform our contractual obligations, or where longer, such longer period as is required by law or regulatory obligations which apply.
- In general we keep your information only for the period we have legal rights to exploit the programme that your information relates to, but we have

included some exceptions to that rule above.

We will usually delete your personal information at the end of that period. For more information on how long we hold your personal data please can contact us at itvsf.info@itv.com

Do you need my consent to include me in a programme?

Where you have entered into a contract with us to participate in our programmes, we may be entitled to show the programme whether or not you later change your mind about participation.

What are my data subject rights and how can I use them?

In law you are the 'Data Subject' and you have several rights that you can exercise over your data such as the right to access, correct and request to delete your personal information. From 25th May 2018 you have some additional rights e.g. data portability, restrict the processing or object to it which we outline below.

You also have the right to lodge a complaint with a supervisory authority (e.g. the Office of the Data Protection Ombudsman), about our processing of your personal information.

For more information on your rights contact itvsf.info@itv.com.

Access to my data

You can request access to the information we hold on you and we will also tell you;

- why we are processing it;
- who are we sharing it with and if any information is transferred to a country not deemed to have adequate protections in place for personal data;
- how long will we be keeping your data;
- the source of the information, if it was not collected directly from you;
- if we are using your data for automated decision making or profiling.

If you are making a request for a copy of your personal data that we are processing, please be as specific as possible as this will both help us to identify the information more quickly and provide you with a copy without any undue delay.

Rectifying inaccuracies

If you feel the information we hold on you is inaccurate or incomplete, you can ask us to correct or update it.

Right to be forgotten

You can also request that we erase your information in certain circumstances, although that might not always be possible if doing so means we cannot perform our contract with you, or we have a legal obligation or legitimate interest to keep the data. We will explain the consequences of erasing your data.

Restrict the processing

If you feel we are processing your information unlawfully or with inaccurate data, you can ask us to restrict any further processing. Where personal information is subjected to restriction in this way we will only process it with your consent or for the establishment, exercise or defence of legal claims unless we have your consent. Please note that even if the processing is restricted, we will continue to store the data.

Object to the processing

If you disagree with any legitimate interest or public interest we have relied upon to process your data, you can object to the processing. We will then stop processing the data unless we can demonstrate a compelling legitimate ground that overrides your rights (e.g. exercising or defend a legal claim).

Data Portability

You can request to receive personal data that you have provided to us in a commonly used format and request that we transmit it to another data controller where feasible, or to you directly.

Make a complaint

We are committed to safeguarding your data and upholding your rights, but if you feel we have not done that, please contact us at itvsf.info@itv.com or write to Elimäenakatu 9A, 00510 Helsinki. Additionally you have the right to complain to the relevant supervisory authority.