

## **Sports Productions by Sunset + Vine Productions Limited, part of the Tinopolis media group: Privacy Statement**

This statement sets out details of the personal data that will be collected and processed as part of Sunset + Vine sports productions, unless you are provided with a specific privacy statement for your individual production. More information about how Sunset + Vine handles personal data can be found in our corporate privacy notice (applicable to our employees and freelancers) at <http://www.tinopolis.com/freelancer-company-policies> and in our external privacy notice (applicable to talent, contributors and third party suppliers) at [www.sunsetvine.com/legal/privacy\\_policy.pdf](http://www.sunsetvine.com/legal/privacy_policy.pdf)

### 1. Types of personal data collected:

#### Individual details:

Name, Date of Birth, Passport Number, National Insurance Number, Home Address, email address, telephone numbers, next of kin name and contact details, clothing sizes, company or freelancer bank details, passport sized photos, personal disclosure of criminal offences, details of any pre-existing medical conditions, details of any work visas they have already.

### 2. Categories of individuals:

#### On Screen Contributors:

Presenters, Commentators, Guests and any other on-screen contributors

#### Production Personnel:

Camera operators, EVS Operators, Floor Managers, Sound Supervisors, Directors, Producers, Assistant Producers, Vision Mixers, Production Assistants, Production Coordinators etc.

### 3. Purpose of processing:

Accreditation / background checks to verify suitability to work on the production and to book flights and accommodation, order crew clothing and meals, to draw up contracts and to pay payments. Also for use in the call sheet.

Also, where applicable, for health and safety, security and insurance purposes.

The lawful grounds for processing the personal data are performance of a contract / our legitimate interests and in relation to special purpose data are our employment law duties in connection with work place health and safety and, where applicable, our child protection policy in connection with the production of live coverage and other audio visual content for our clients.

### 4. Type of processing:

Production and exploitation of the programme. Keeping a copy of the programme for archive purposes.

Reviewing of completed application forms and other information and supporting documents provided by on-screen contributors and production personnel

Preparation and storage of contracts / release forms for evidential purposes and record keeping.

Where applicable, provide completed statement of health forms to insurers for processing.

Processing of payments due under contracts.

5. Categories of recipient(s) with whom personal data is shared:

Sunset + Vine Productions Limited and, as necessary other companies in the Tinopolis media group, and their approved sub-contractors, their employees and other personnel who need to know the information to carry out production of the programme including all related payment processing and administration matters

The Organiser of the Event / its approved subcontractors for the purposes of providing accreditation and event logistics

The Rights Holder of the Event / its approved subcontractors for the purposes of providing accreditation and event logistics

The Client, Broadcaster and (if applicable) the Distributor / Rights Holder Broadcasters and their professional advisers and any regulatory authorities such as Ofcom in connection with the production and exploitation of the programme.

Suppliers of flights, accommodation, catering etc as necessary

Health and Safety consultants, as necessary

Security consultants, as necessary

Insurers, as necessary

To comply with our legal obligations, as necessary

6. Retention period(s) for personal data:

Contract / release form for as long as we are exploiting the programme in accordance with our legitimate interests and, where applicable, our legal obligations.

Production Personnel personal information (other than health information and any criminal records checks and self-disclosure forms which will be destroyed at the end of the production) will be retained on a freelancer database for 3 years to facilitate prompt processing of accreditation for future programmes / events the freelancer may work on with us in the future (unless the freelancer asks us not to keep their personal information on our freelancer database for 3 years) and will then be destroyed, unless it is necessary for us to retain it for a longer period of time in accordance with our legal obligations.

7. Data exports:

Data will be exported to the Organiser of the Event and the Rights Holder of the Event / their approved subcontractors to issue accreditation and event-related services, which may (depending on the location of the Event) be located outside the European Economic Area.

Data will be exported to the Client, Broadcaster and (if applicable) the Distributor in connection with the performance of the production services and fulfilment of contractual obligations, which entities may be located outside the European Economic Area.

We will undertake appropriate measures to ensure that the Data is only used in connection with the production of the applicable sports coverage and its subsequent exploitation by any and all means in all media throughout the world in perpetuity and that suitable data security measures are in place as required by Data Protection Legislation.