



Privacy Notice for Contributors

About this document

This privacy notice explains how the National Film and Television School ("we", "our", "us", "the School") collects, uses and shares the personal data of our past, current and future 'contributors', by which we mean:

- Actors or participants appearing in student productions
- Volunteers at the School
- Other people providing contributions to our students' productions for example, people being interviewed, or people giving us photos to use, or people letting us use their property or grounds as a filming location

NFTS is the data controller of your personal data and is subject to the General Data Protection Regulation (the "GDPR").

How do we collect your information?

We may collect your personal data in a number of ways, for example:

- from the information you provide to us in an application form or talent contract
- when you communicate with us by telephone or email
- in various other ways as you interact with us during your time as a participant of the School, for the various purposes set out below;
- from third parties, for example from your previous employers or from other organisations with whom you have engaged who may provide a reference about you.

What types of information do we collect?

We may collect the following types of personal data about you:

- your name, and contact information such as address, email address and telephone number, as well as your date of birth, national insurance number (or other tax identification number) and your passport number or national identity card details, country of domicile and your nationality.
- Your image, voice, photos of yourself, views of your property or other information that identifies you;
- Sensitive personal data including:

- information concerning your health and medical conditions (e.g. any disabilities you may have) –if supplied by yourself;
- information about your racial or ethnic origin; religion or similar beliefs; and sexual orientation- if supplied by yourself.

How do we use your personal data?

We only process your personal data for specified purposes and if it is justified in accordance with data protection law. The table below lists the various purposes for which we process personal data and the corresponding justification for it:

Purpose	Legal basis/justification
The processing of your application to be involved with the School	Our legitimate interest in considering your application
To enable us to provide you with appropriate catering options or access to facilities	Our legitimate interest in enabling your safe participation in productions and events
The performance of the contract and relationship between you and us, including making payments, contacting you or your agent about the engagement and other purposes for the exploitation of your contribution.	Performance of a contract with you
Tracking, monitoring and evaluation of productions	Our legitimate interest in analysing production activities.
To consider you for future involvement with the School	Your consent

We may also process your personal data for our compliance with our legal obligations. In this respect, we may use your personal data for the following:

- to meet our compliance and regulatory obligations, such as compliance with anti-money laundering laws and safeguarding requirements;
- for the prevention and detection of crime;
- in order to assist with investigations (including criminal investigations) carried out by the police and other competent authorities.

We may also process your sensitive personal data where:

- it is necessary to protect your or another person's vital interests; or
- it is necessary for reasons of substantial public interest (including to help control the spread of pandemic disease);
- we have your specific or, where necessary, explicit consent to do so.

Where you have agreed to this, we may process your personal data in connection with your consideration for future student productions.

Children's personal information

We are committed to protecting the privacy of children aged under 18 years old. If you are aged 17 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 will my information be shared with?

For the purposes referred to in this privacy notice and relying on the bases for processing as set out above, we may share your personal data with certain third parties. Unless an opt-out is in place, we may disclose limited personal data to a variety of recipients including:

- our employees, agents and contractors where there is a legitimate reason for their receiving the information, including:
- third parties who are contracted to provide IT and payroll services for us;
- internal and external auditors.
- crime prevention or detection agencies (e.g. the police, the Department for Work and Pensions and Trading Standards);
- parents, guardians, and next-of-kin (where there is a legitimate reason for disclosure);

Will my information be shared outside of the EU?

Some of the personal data we process about you will be transferred to, and stored at, a destination outside the European Economic Area ("EEA"), for example where it is processed by staff operating outside the EEA who work for us or for one of our suppliers, or where personal data is processed by one of our suppliers who is based outside the EEA or who uses storage facilities outside the EEA.

In these circumstances, your personal data will only be transferred on one of the following bases:

- where the transfer is subject to one or more of the "appropriate safeguards" for international transfers prescribed by applicable law (e.g. standard data protection clauses adopted by the European Commission);
- a European Commission decision provides that the country or territory to which the transfer is made ensures an adequate level of protection; or
- there exists another situation where the transfer is permitted under applicable law (e.g. where we have your explicit consent).

How can I make changes to my personal data?

Please tell us promptly about any changes to the information we hold about you. This is particularly important for your contact details. You can do this by emailing: info@NFTS.co.uk

How long is my information kept?

Subject to any other notices that we may provide to you, we may retain your personal data for a period of six years after your association with us has come to an end. However, your contribution to a student production will be retained indefinitely by us.

What are my rights?

You have the following rights in relation to your personal data processed by us:

- to obtain access to, and copies of, the personal data that we hold about you;
- to require that we cease processing your personal data if the processing is causing you damage or distress;
- to require us to correct the personal data we hold about you if it is incorrect;
- to require us to erase your personal data;
- to require us to restrict our data processing activities (and, where our processing is based on your consent, you may withdraw that consent, without affecting the lawfulness of our processing based on consent before its withdrawal);
- to object, on grounds relating to your particular situation, to any of our particular processing activities where you feel this has a disproportionate impact on your rights.

Please note that the above rights are not absolute, and we may be entitled to refuse requests where exceptions apply.

If you have given your consent and you wish to withdraw it, please contact our Data Protection Officer using the contact details set out below. Please note that where our processing of your personal data relies on your consent and where you then withdraw that consent, we may not be able to provide all or some aspects of our services to you and/or it may affect the provision of those services.

You can see more information about how your personal information is used or wish to exercise any of your rights, please consult the NFTS Data Protection Policy at: https://nfts.co.uk/sites/default/files/u102/Documents/Data_Protection/Data_Protection_Policy.pdf

Who can I contact?

If you have any queries about this privacy notice or how we process your personal data, you can contact our Data Protection Officer by email: DPO@NFTS.co.uk; or by post: Data Protection Officer, NFTS, Beaconsfield Studios, Station Road, Beaconsfield, Bucks HP9 1LG

To request access to the personal data that we hold about you, you may contact our Data Protection Office by email: DPO@NFTS.co.uk or by post: Data Protection Officer, NFTS, Beaconsfield Studios, Station Road, Beaconsfield, Bucks HP9 1LG

If you are not satisfied with how we are processing your personal data, you can make a complaint to the Information Commissioner.

You can find out more about your rights under data protection legislation from the Information Commissioner's Office website available at: www.ico.org.uk.

