

MAGNUM MEDIA LIMITED AND MAGNUM PRODUCTIONS LIMITED PRIVACY NOTICE

1. About us

We are Magnum Media Limited, a limited company (Company Number: 06544156) and Magnum Productions Limited (Company Number: 08322884). We are media producers.

This privacy notice sets out how Magnum Media Ltd and Magnum Productions Ltd (****we**** or ****us****) collects and uses information about individuals, including those who participate in or are otherwise involved in our productions / programmes or are otherwise customers of our companies (****you****).

Please read this privacy notice carefully to understand how we will use your personal information.

If you have any questions or queries in relation to this privacy notice, you can contact our Data Protection Manager by post at
Magnum Media Ltd and Magnum Productions Ltd, 10 Queen Street Place, London, EC4R 1AG.

2. Personal information we collect about you

Depending on how you interact with us, we may collect the following information about you:

Information you give to us

You may give us information about you by contacting us by phone, text, Whatsapp message, e-mail or video call, applying for or contributing to one of our productions / programmes or otherwise interacting with us.

If you take part in one of our productions / programmes or work with us or apply to work with us, we will need to collect basic information about you such as your name and contact details.

Depending on the nature of the production / programme or the nature of your role, we may need to collect information about your background (such as education and employment), and your family, lifestyle and social circumstances. We may also ask you to provide more sensitive information, such as about criminal proceedings or your state of health. You do not need to provide this information to us, but if you do not do so, you may be unable to take part in the production.

We will also ask you to provide information about yourself for equality monitoring purposes. You do not need to provide this information if you do not want to.

Information we obtain from others

- Publicly available and accessible directories and sources
- Social media platform, including Facebook, Instagram, X, LinkedIn, TikTok etc
- Subscription only databases such as Factiva, Lexis Nexis and Reuters
- Tax authorities, including those that are based outside the UK and the EEA if you are subject to tax in another jurisdiction
- Governmental and competent regulatory authorities to whom we have regulatory obligations
- Agents and production companies
- Fraud prevention and detection agencies and organisations
- Where we need to do so for regulatory purposes, and this is in the public interest, crime enforcement and criminal records agencies such as Disclosure Scotland and DBS Screening

3. Freelance contractors

We use freelance contractors in our work. We maintain a database containing information about contractors we have previously worked with. We use the database to contact contractors should future opportunities arise which we consider to be in our and your legitimate interests. If you are a contractor, your personal data will be added to that database and retained for a period of 6 years. During this time if your personal details change please contact us so that we may update your records. You can ask us to remove your personal data from this database at any time.

4. Job applicants

If you apply for a role with us, we will ask you to send us your CV. If you have included wording on your CV consenting to us storing and sharing your details, we may then keep a copy of your CV on our files for 2 years so we can contact you about future opportunities which we consider to be in our and your legitimate interests. You can ask us to remove your personal data from our files at any time.

5. Information we receive from other organisations

We work closely with other organisations, particularly on our productions, and we may receive information about you from them.

For particular productions, we may carry out identity checks and background checks with others.

We sometimes receive CVs from talent management companies

6. How we use your personal information*

We obtain, store and use information about you so that you can benefit from our services. How we use your information depends on the reasons why we have collected it.

We may use information we hold about you in the following ways:

- to confirm your identity
- to produce our television programmes and other audio visual content
- to provide our services, activities or online content
- to provide you with information about our services and deal with your requests and enquiries
- to ensure that the content of our websites are presented in the most effective manner

If you apply to be a contributor to one of our productions, we will use your personal information to:

- assess your suitability for the production
- undertake reasonable background checks, which may include sharing your data with others

We process this data under the legitimate interest lawful basis.

Unless explicitly authorised by the approvers, we will not enter data that is classed as personal and sensitive into AI tools; any data entered will not be identifiable and will be considered released to the internet.

7. Contacting you

We may use your contact information to send you information regarding new productions via telephone, email or letters. We may record telephone calls for security and training purposes.

If you have changed your mind about being contacted by us, please contact us to update your preferences (see section 10 for details of how to do this).

8. Sharing your information

We may share your information with other organisations such as:

- Other companies that may be involved in the specific production, such as the broadcaster and distributor
- Regulators, such as Ofcom
- Couriers and car service companies

Sometimes we use third parties to process your information on our behalf, for example to provide us with services. We will only do so where we have appropriate contracts in place to ensure that your information remains secure.

We may also share your personal information to third parties in the following circumstances:

- If we sell or buy any business or assets, in which case we may disclose your personal data to the prospective seller or buyer of such business or assets
- If we or substantially all of our assets are acquired by a third party, in which case personal data held by us about our customers will be one of the transferred assets

- If we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce or apply our terms of use and other agreements; or to protect our rights, property, or safety of our customers, or others.

9. Diversity monitoring

Magnum Media Limited and Magnum Productions Limited are part of an industry-wide diversity monitoring initiative called Diamond. The Diamond project uses personal information regarding on and off-screen contributors to programmes to report on the diversity of TV production in the UK.

- If you have provided us with your email address (unless you have asked us not to) we will share this with Creative Diversity Network Limited, Soundmouse and Silvermouse and you will be invited to participate in the Diamond project.

- The company running the Diamond project will contact you to ask whether you are willing to contribute to the project by providing certain information regarding your diversity characteristics such as; gender, ethnicity, disability, age, gender identity and sexual orientation. This information is collected, processed and stored anonymously on the Diamond system, with the relevant data being jointly controlled by the main UK broadcasters including the BBC, ITV, C4, C5, CDN and Sky. If you provide Diamond with your diversity data, they will issue you with a separate privacy notice.

10. 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 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. Please also see the Data Protection Policy for Minors (Appendix A)

11. Our legal basis for collecting, holding and using your information

Data protection law requires us to tell you the reason for collecting, holding and using your information. There are various lawful bases (or 'conditions') which allow us to collect, hold and use your personal information:

- We may sometimes use your personal information based upon your consent. We will always tell you where this is the case and ask you to agree before we process your information.
- Where we have entered into a contract or contracts with you, we may need to use your information to fulfil the contract.

- Where we are under a legal obligation which requires us to process your personal information.
- Sometimes it is necessary to process your personal information for the purposes of our own legitimate interests. We will only do so where these interests are not overridden by your own interests and fundamental rights or the freedoms.

Data protection law recognises certain "special categories" of personal information, which is information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic information, biometric information for uniquely identifying a person, information concerning health, and information concerning a person's sex life or sexual orientation. Information relating to criminal offences and convictions is treated in a similar way.

We will only collect and use special categories information where you have given us your explicit consent or where we have a legal obligation to do so. For instance, we have certain legal obligations which require us to record information about our contributors for equality monitoring purposes.

12. Security and storage of your personal information

We will take steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy policy.

Although we are based in the UK, the nature of our work means that we sometimes need to transfer information, including personal information, to other organisations based outside the European Economic Area (**EEA**). We may also need to transfer information to our staff, or those of our suppliers, operating outside the EEA. For example, a production may be filmed outside the EEA or relate to subject matter outside the EEA.

We will only keep your personal information for as long as we continue to need it.

Where you are a contributor on one of our productions, we will retain your personal information as follows:

- Your name, contact details and contract for as long as we are exploiting the production in accordance with our legitimate interests and, where applicable, our legal obligations.
- All other personal information will usually be retained until completion of the production of the programme (including delivery and acceptance by the broadcaster), unless it is necessary for us to retain it for a longer period of time in accordance with our legitimate interests and, where applicable, our legal obligations.

13. Your rights**

You have the right to request:

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- That any inaccurate information we hold about you is corrected
- That your information is deleted
- That we stop using your personal information for certain purposes
- That your information is provided to you in a portable format
- That decisions about you are not made by wholly automated means from us access to your own personal information that we hold

Many of the rights listed above are limited to certain defined circumstances and we may not be able to comply with your request. We will tell you if this is the case.

If you choose to make a request to us, we will aim to respond to you within one month. We will not charge a fee for dealing with your request.

If you are dissatisfied with how we are using your personal information or if you wish to complain about how we have handled a request, then please contact our corporate Data Protection Manager and we will try to resolve any issues you may have.

You also have the right to complain to the Information Commissioner's Office, which is the statutory regulator for data protection law. Details of how to complain to the ICO can be found at [<https://ico.org.uk/concerns/>].

14. Changes to this privacy notice

This privacy notice may be updated from time to time. In due course, the latest version will appear on our website. We will notify you if we make any significant changes to this privacy notice or to the way we will collect, hold and use your personal information.

15. Contacting us

If you have any questions or queries in relation to this privacy notice, you can contact our corporate Data Protection Manager by post at Magnum Media and Magnum Productions Ltd, 10 Queen Street Place, EC4R 1AG.

Appendix A

Privacy Policy for Minors

Introduction

This Privacy Policy is a guide to help minors like you understand the information Magnum Media and Magnum Productions may collect about you when you're involved with making one of our programmes and how we may use it.

If you don't understand anything in this policy, you should ask your adult to explain it to you.

This policy tells you:

- What information we have about you
- How we use your information
- Who we give your information to
- How long we keep your information
- Some choices you or your adult have about your information
- How to contact us

If you or your adult want to learn more, please ask your adult to contact our Data Manager

Your Information:

Depending on your role in a programme, and how old you are, we might get different information about you.

We might get information about you from you, your adult, or from other people or companies

involved in making the programme. If we have information about you from different places, we

might put it all together in one place.

Please do not give us information you do not think you should share or anything you do not want

to share.

The types of information we might get about you:

- Your contact information, or your adult's contact information.
- Information about any health issues or access concerns that we can help you with

- Any dietary requirements or allergies you might have.
- Photographs, videos or recordings of you.

What we do with your information

We use your information to:

- Contact you or your adult.
- To make any changes to our sets or buildings you might need, such as if you have a disability, to make sure things are accessible to you.
- To keep our programmes safe places for everyone to work.
- To give you food or meals you have asked for.
- To make the programme.
- To follow rules that apply to us.
- Other tasks you agree to.

We will only collect and use information about you when we are allowed to by law. We are

allowed to use your information in the following situations:

- To follow rules that apply to us.
- To allow us to do things we have agreed between us, such as in a contract you or your adult has signed with us.
- Where it is needed for our business and it would not be unfair to you to use your information in that way.
- Where you or your adult has given us permission. This is sometimes called consent and may be collected in a consent form.
- To look after you if there is an emergency.

Who we give your information to

We might give some information about you to:

- Our insurers or other advisors such as our lawyers.
- The Broadcaster that has bought the TV programme from us and who will show it. on their channel.

- Your adult.
- The police and other authorities if they need it or ask for it to keep you and others safe.
- Another company or person if they buy our company or one or more of our services.
- Others, if you agree.

How long we keep your information

Generally, we will keep most of your information for as long as we are working on the programme. We may need to keep some of your information for longer, if we still need it or to

follow rules that apply to us.

What choices do you have?

Depending on the situation, you have some choices about what we do with your information.

For example, you or your adult can:

- Learn more about what we do with your information, like: what we know about you, how we use your information and request a copy of the information we have about you.
- Choose what we do with your information, like: ask us to stop using your information, ask us change or delete your information.
- If we need your permission to use any of your information you can ask us to stop using it at any time.
- You can make a complaint to us if you think we haven't used your information correctly, or in a way that's fair to you.
- You can also complaint to your local data protection regulator, this is a group of people set up by the government whose job it is to make sure everyone's information is looked after properly.

Changes to this policy

Sometimes we make changes to the policy to make sure it stays right. If we make a big change, we will try to tell you, so you know.

Contact Us

If you are worried about your personal information, you can speak to your adult or any member of the production team. You can contact us by post at the address Magnum Media and Magnum Productions Ltd, 10 Queen Street Place, EC4R 1AG.