



CPL Productions Limited Privacy Statement

CPL Productions Limited is fully committed to compliance with the Data Protection Act 1998, which provides the legal framework that defines how personal information can be used, and has a legal duty to protect any information we collect from you.

If you are aged 16 or under, please get permission from your parent/guardian before providing personal information to CPL. Without this consent you are not permitted to provide us with personal information.

Your Personal Information – A Summary

- Your personal information is only used with your knowledge
- Only information that we require is collected
- Personal information is retained only for as long as it is required
- We will keep your information up to date so far as is necessary
- Your personal information is only seen by those who need it to enable them to do their jobs
- Personal data may be provided to our group of companies, the commissioning broadcaster of the production in respect of which your information is sought, our employees, officers, agents and contractors insofar as reasonably necessary.
- Save for the above, we will not pass your personal information on to any third party without your agreement unless we believe that we should do so by the law or, in respect of information supplied by you in response to a request for applicants to one of CPL's productions, without prior notification as included on the relevant application form.
- Your information will be protected from unauthorised or accidental disclosure
- We will correct inaccurate or misleading data as soon as possible
- We will provide you with a copy of your personal information on request to our Data Protection Officer (see below)
- These principles apply whether we hold your information on paper or in electronic form.

What Personal Information Does CPL Deal With?

CPL may receive personal information about you through various means and will treat all such personal information with the utmost confidentiality and with appropriate levels of security. Personal information can consist of information such as your name, email/postal addresses, telephone number or date of birth, depending on the activity and sometimes sensitive personal information (e.g. if you're sending in an application to be a contestant we may ask you for information specific to the type of programme). When we do this we will provide further information, including on the application form itself, as to why we are collecting your information and how we will use it.

Why Do We Process Personal Information?

We may process personal information, including sensitive personal information, for the purposes of determining the suitability and eligibility of applicants as contestants/contributors to our productions; the maintenance of records; and monitoring for equal opportunity purposes. This policy relates to our use of any personal information you provide to us via application form, phone text, email, in letters or other correspondence.

Will CPL Use My Personal Information to Contact Me?

CPL may contact you

- In response to any application form or notification of interest from you related to our productions;



- In relation to any other correspondence we receive from you, for example, your requesting further information on CPL or any of its productions;
- In relation to a contribution you have previously made to CPL or our productions.

Will CPL Use My Personal Information For Any Other Reason?

Where CPL proposes using your personal information for any other use we will first notify you and you will be given the opportunity to withhold or withdraw your consent for the use of your personal information for purposes other than those listed above.

Contact details

Under the Data Protection Act 1998 you have the right to ask for a copy of the information which CPL holds on you - for which a small fee can be charged - and to request correction of any incorrect information held.

Requests should be made in writing to
The Data Protection Officer
CPL Productions Limited
38 Long Acre, London WC2E 9JT

Further information and advice about data protection is available from:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF

Tel: +44 (0) 01625 545 745

www.ico.org.uk

Please note that this notice may be amended from time to time.