



## Privacy Statement

Reviewer	Kim Houghton
Review Date	14 <sup>th</sup> July 2022
Next Review Date	14 <sup>th</sup> July 2023



**EXPENSES POLICY FOR THE FOLLOWING COMPANIES:**

CPL PRODUCTIONS LIMITED  
NIT TELEVISION LIMITED  
CPL GOOD VIBRATIONS LIMITED  
CPL TINY BEAST LIMITED  
CPL RB LTD

*Together will be collectively referred to as The 'Companies' within this policy.*

## **Policy Statement**

The Companies are fully committed to compliance with the General Data Protection Regulation, 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.

This policy relates to our use of any personal information you provide to us via application form, phone text, recorded/on-screen, in person, email, in letters, contracts, invoices or other correspondence which we will treat with the utmost confidentiality and with appropriate levels of security.

If you are aged 18 or under, please get permission from your parent/guardian before providing personal information to the Companies. Without this consent you are not permitted to provide us with personal information.

### **What Personal Information do we collect?**

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, how we will use it and how long we will keep it on record.

### **Our Legal Basis for Processing Your Data**

We will gather and retain information to the extent we have a Legitimate Interest in doing so. This shall include 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.

Alternatively, we may seek your consent to collect and retain your information, this will be made clear where relevant, for example on application forms for our productions.

Will my Personal Information be shared with Third Parties?

- Your personal information is only seen by those who need it to enable them to do their jobs



- Personal data may be shared within our group of companies (ProSieben), relevant commissioning broadcasters, our financial and legal advisors, employees and contractors only as much as necessary to conduct our business.
- 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 law.
- Our parent Company is based in Germany and certain other third parties outside the UK may need access to your information to carry out their work for us – where this is relevant to you we will tell you.
- We will ensure that these third parties, including those outside the EU, comply with UK Data Protection legislation and GDPR and uphold the Companies' standards as to the privacy of your personal information.
- No information will be sold or shared for marketing purposes.

### How Long Will the Companies Keep my Personal Information?

Financial information will be kept on file for a minimum of 7 years as this is a legal requirement. Other information will be kept on file only as long as necessary – this will include applications to take part in a production which, if you are unsuccessful, will be deleted on completion of the production process unless otherwise set out explicitly by us in communication specific to the production. The personal Information of successful applicants to our programmes may be retained for a longer period and we will make that clear to you where applicable.

### Your Rights

#### You may at any time ask the Companies:

- for access to your information;
- to correct or delete information we have on you;
- to object to our treatment of your data and to ask that we transfer your data to another party.

This can be done by contacting us (see below) or by completing the relevant form on our website at URL <https://www.cplproductions.co.uk/contact/> .

Complaints can be lodged with the Information Commissioner at the address below should you not agree with the Companies' use of your data.

### Will the Companies Use My Personal Information to Contact Me?

The Companies 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 the Companies or any of its productions;

### Will the Companies Use My Personal Information For Any Other Reason?

No, the Companies will use your information only for the purposes set out above and will not sell or share your information to third parties other than as set out above.



## Contact Details

**CPL Productions / Nit Television / CPL Good Vibrations Limited / CPL Tiny Beast Limited / CPL RB Ltd**

For the attention of The Data Protection Officer

info@cplproductions.co.uk

CPL Productions Limited / Nit Television / CPL Good Vibrations Limited / CPL Tiny Beast Limited / CPL RB Ltd

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](http://www.ico.org.uk)

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