

Privacy Notice for RTRP Ltd Programme Contributors

This notice explains what personal data (information) we will hold about you, how we collect it, and how we will use and may share information about you during the application process. We are required to notify you of this information, under data protection legislation.

Please ensure that you read this notice and any other similar notice we may provide to you from time to time when we collect or process personal information about you.

Who collects the information

RTRP Ltd trading as Raise the Roof Productions ("**Company**") is a "data controller" and gathers and uses certain information about you.

Data protection principles

We will comply with the data protection principles when gathering and using personal information, as set out in our RTRP Ltd GDPR Data Protection Policy.

About the information we collect and hold

The table set out in the Schedule below summarises the information we collect and hold up to and including the shortlisting stage of the casting process, how and why we do so, how we use it and with whom it may be shared. It also summarises the additional information we collect before making a final decision to cast, how and why we do so, how we use it and with whom it may be shared. Full details and requests for information will be included in programme specific application forms and any consequent interviews.

We seek to ensure that our information collection and processing is always proportionate. We will notify you of any changes to information we collect or to the purposes for which we collect and process it.

Where information may be held

Information may be held at our offices, third party agencies, and/or service providers.

How long we keep your information

We keep the personal information that we obtain about you during the casting process for no longer than is necessary for the purposes for which it is processed. How long we keep your information will depend on whether your application is successful and you become a contributor in a programme produced by us, the nature of the information concerned and the purposes for which it is processed.

We will keep casting information for no longer than is reasonable, after which it will be destroyed. If you have not been successful, we may ask you for your consent to keep your information for a further period of two years if we think you may be suitable for an alternative programme.

If your application is successful, we will keep your information securely as part of our programme paperwork for as long as is required/justified by law. For further information, see our RTRP Ltd GDPR Data Protection Policy.

Your rights to correct and access your information and to ask for it to be erased

Please contact our Head of Legal or Head of Production, who can be contacted at our Glasgow Office on 0141 427 5880 if (in accordance with applicable law) you would like to correct or request access to information that we hold relating to you or if you have any questions about this notice. You also have the right to ask our Head of Legal/Head of Production for some but not all of the information we hold and process to be erased (the "right to be forgotten") in certain circumstances. Our Head of Legal/Head of Production will provide you with further information about the right to be forgotten, if you ask for it.

Keeping your personal information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

How to complain

If you have any queries or concerns about this notice or about our use of your personal information, please contact our Head of Legal/Head of Production.

If our Head of Legal/Head of Production is not able to address your query or concern, you can contact the Information Commissioner at <https://ico.org.uk/concerns/> or telephone: 0303 123 1113 for further information about your rights and how to make a formal complaint.

The Schedule

About the information we collect and hold

The information we collect – certain information applicable to certain programmes only	How we collect the information	Why we collect the information	How we use and may share the information
Your name, photograph of yourself, nationality, DOB and contact details (i.e. address, home and mobile phone numbers, email address)	From you	Legitimate interest: to carry out the casting process Legitimate interest: to progress your application, arrange interviews and inform you of the outcome at all stages	To enable the casting staff to contact you to progress your application, arrange interviews and inform you of the outcome To inform the relevant manager or department of your application
Details of your interests relevant to the programme being applied for	From you, in the completed application form and interview notes (if relevant)	Legitimate interest: to carry out a fair casting process Legitimate interest: to make an informed decision to shortlist for interview and (if relevant) to cast	To make an informed casting decision

The information we collect – certain information applicable to certain programmes only	How we collect the information	Why we collect the information	How we use and may share the information
Details of any professional or educational qualifications and your current work status and information about your job/studies	From you, in the completed application form and interview notes (if relevant)	Legitimate interest: to carry out a fair casting process Legitimate interest: to make an informed decision to shortlist for interview and (if relevant) to cast	To make an informed casting decision
Names and ages of all family members currently living in your home	From you, in the completed application form and interview notes (if relevant)	Legitimate interest: to carry out a fair casting process Legitimate interest: to make an informed decision to shortlist for interview and (if relevant) to cast	To make an informed casting decision
Ethnicity	From you, in the completed application form and interview notes (if relevant)	Legitimate interest to monitor on screen diversity. Legal obligation to commissioning broadcaster to monitor on screen diversity.	Not used in decision making. Used for monitoring purposes only.
Any physical or mental health issues relevant to your participation	From you, in the completed application form and interview notes (if relevant)	Legitimate interest to ensure we fulfil our duty of care in the casting process	To make an informed casting decision
Information regarding your (or anyone in your family) criminal record <input type="checkbox"/>	From you and from Disclosure Scotland or the Disclosure and Barring Service (DBS)	Consent Legitimate interest: to verify the criminal records information provided by you	To make an informed casting decision and ensure contributors are appropriate to the type of production To carry out statutory checks Information shared with Disclosure Scotland, the DBS and other regulatory authorities as required
Financial information if you are considering a house renovation or house move	From you	To perform the contributor contract To comply with our legal obligations with	Viewed on receipt by production staff authorised to receive it then deleted immediately

The information we collect – certain information applicable to certain programmes only	How we collect the information	Why we collect the information	How we use and may share the information
		<p>the commissioning broadcaster</p> <p>To satisfy ourselves that you are able to carry out the renovate</p>	

You are required (by law or in order to enter into your contract of employment) to provide the categories of information marked "" above to us to enable us to verify your right to work and suitability for the position.