

Reaching every BSL user with more of the BSL content that they love to watch

Privacy Notice for Programme Proposal Submissions

This Privacy Notice sets out how and why British Sign Language Broadcasting Trust (BSLBT), as 'data controller', uses the personal information provided by you in connection with your submission of a programme proposal for consideration as part of our commissioning process. This includes personal information provided by you when you discuss ideas at a 'surgery' stage, attend a pitch meeting, submit a Programme Proposal Submission Form and/or submit an application to BSLBT's Script Bank (each is called a Submission).

What personal information we hold about you

We will collect, store, and use the certain personal information about you as follows:

- The personal information you have included in your Submission including in any covering letters or emails, and/or personal information that you have provided to us during meetings with you including your name, title, address, telephone number, personal email address, age, gender, employment history & qualifications.

How we will use personal information about you

We will use the personal information we collect about you to:

- Fully consider your Submission and the programme proposal for possible development and production.
- Assess your skills, qualifications, and suitability for a potential role on the development/production.
- Carry out background and reference checks, where applicable.
- Communicate with you about the commissioning process.
- Keep records related to our commissioning process.
- Comply with legal or regulatory requirements.
- If you give consent for us to do so, we may also keep your personal information on file in our talent database for consideration, should a suitable role arise in another BSLBT development or production.

Special categories

We may also collect, store and use more sensitive personal information about you, like information about any disability that you may have. We will use this information in order to satisfy the criteria set out in the relevant programme proposal invitation document, and in connection with any necessary adjustments to filming arrangements.

The legal basis for using your personal information

Our legal basis for collecting and using personal information about you is to comply with our legal and regulatory obligations and to pursue our legitimate interests to manage and administer our business effectively where we consider that our legitimate interests do not override your own interests, rights and freedoms.

Who we share your personal information with

We will share your personal information with those at BSLBT working on the relevant commissioning rounds, as well as with broadcasters of BSLBT's content and programmes, our insurers and our professional advisers.

How long we will use your information for

We will retain your information only for as long as is necessary for our purposes. We will usually retain information relating to unsuccessful Submissions for no more than two (2) years from the end of the year in which we received it. Information relating to Submissions that we decide to develop and/or commission will be retained for a longer period to be determined by our business needs. If you have consented to us retaining your personal information on file in our talent database, we will retain your information for up to two years unless you contact us to ask us to remove it. We may occasionally need to keep some of your personal information for longer than the standard retention periods to comply with other legal requirements.

Keeping your information secure

We have put in place appropriate security measures to protect your information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your information to those employees, agents, contractors and other parties who have a business need-to-know.

Your rights

You have certain rights in respect of your personal information, which means you can:

- have incomplete or inaccurate personal information corrected
- access and review a copy of your personal information
- ask for deletion of your personal information (in certain circumstances)
- object to the use of your personal information (in certain circumstances)
- be provided with a copy of your personal information (in certain circumstances) for transfer to another party and
- the right to lodge a complaint with your national data protection supervisory authority.

If you want to exercise any of your rights above, please email BSLBT's Data Protection Officer, Maggie Swinfen, at maggie@bslbt.co.uk or by post at 153 London Road, Hemel Hempstead. HP3 9SQ.

What if you have a complaint?

Should you wish to report a complaint or if you feel that BSLBT has not addressed a concern in a satisfactory manner, you may contact the Information Commissioner's Office. You can find out how to do this by visiting ico.org.uk

Changes to this Privacy Notice

We may make changes to this Privacy Notice from time to time. Any changes we make will be posted on our website.

Policy updated on 15 July 2019