

## BBC Creator Lab Talent Scheme Privacy Notice

See the [BBC Commissioning website for full details about Creator Lab](#).

Your trust is very important to us. This means the BBC is committed to protecting the privacy and security of your personal data. It is important that you read this notice so that you are aware of how and why we are using such information. This privacy notice describes how we collect and use personal data about you during and after your relationship with us, in accordance with data protection law.

For information in relation to how the BBC will process your personal data where you are classed as a contributor, please see our [Privacy Notice for Contributors](#).

### What personal data will BBC collect and how will we use it?

The BBC will collect and process the personal data for the purposes of assessing your application and if successful inviting you to the in-person session.

#### Personal data:

You must be 18 years or older to take part.

The BBC will collect and process the following **personal data** about you:

- Full name
- Age
- Region and postcode
- Telephone number
- Email address
- Social handles
- Your written description about why you should be selected to take part
- Video (if applicable)

If you are shortlisted we will also process

- Proof of address
- Proof of ability to work in UK

We will also process **special category data** (if applicable) revealing information in relation to your:

- Health data

### Who is the Data Controller?

The BBC and BBC Studios are independent “data controllers” of your personal data. This means that we will decide what your personal data is used for, and the ways in which it is processed. For the avoidance of doubt, your personal data will be collected and processed solely for the purposes set out in this privacy notice.

The 3rd party production company will also be considered a data controller of your personal data. We will email applicants with an updated version of this privacy notice once they have been selected, prior to any personal data being transferred to them.

### **Lawful basis for processing your personal data**

The legal basis on which the BBC processes your personal data is the performance of its **public task**. The BBC's role is to act in the public interest and to serve all audiences with content which informs, educates and entertains. As outlined in the BBC's Royal Charter, one of the public purposes of the BBC is:

*"To reflect, represent and serve the diverse communities of all of the United Kingdom's nations and regions and, in doing so, support the creative economy across the United Kingdom: the BBC should reflect the diversity of the United Kingdom both in its output and services. In doing so, the BBC should accurately and authentically represent and portray the lives of the people of the United Kingdom today, and raise awareness of the different cultures and alternative viewpoints that make up its society."*

If you chose to share that you have a disability used for statistical purposes, the additional lawful basis on which we process this special category data is **explicit consent**.

If successful, and you have accessibility needs that you share with us, the additional processing condition under which the BBC and or BBC Studios processes your special category data is **explicit consent**.

You can withdraw your consent at any time by [email us](#).

If you select to have your contact details made available within the BBC and BBC Studios to be contacted in relation to future opportunities the legal basis is **consent**.

The legal basis on which the BBC Studios processes your personal data is the BBC Studios **legitimate interest** in assisting the BBC in meeting its charter obligations.

### **Sharing your personal data**

The BBC works with our approved third-party providers who help us to provide some of our services. These partners only use your personal data on behalf of the BBC and not independently of the BBC. We use a third party data storage platform to host the data you send to us.

Your contact data will be shared between the BBC, BBC Studios and the 3<sup>rd</sup> party production company to arrange the in-person sessions and pre and post logistical follow-ups.

We may share personal data with a third party where required or permitted by law.

### **Retaining your personal data**

The BBC will retain your name, region and social handle for up to one (1) year from the date of submission, after which it will be deleted.

If you opt-in to making your personal data available within the BBC group for future opportunities your personal data will be retained for up to two (2) years after which you will be asked to refresh your consent.

If you appear on BBC programming or in our content, a copy of the broadcast or content will be held in the BBC archive in perpetuity.

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Your personal data will be stored in the UK and the EEA and the USA. Where your data is processed outside the UK and the EEA, the BBC will ensure that it is protected to the same standards as if it were being processed within the UK and EEA.

### Your rights and more information

You have **rights** under data protection law:

- You can **request a copy** of the personal data BBC stores about you.
- If your personal data is inaccurate, you have the right to have the data **rectified**.
- You have the right to ask for the personal data we collect about you to be **deleted** however there are limitations and exceptions to this right which may entitle the BBC to refuse your request.
- In certain circumstances, you have the right to **restrict** the processing of your personal data or to **object** to the processing of your personal data.
- You have the right to ask that we **transfer** the personal data to you or to another organisation, in certain circumstances.

You can contact the BBC's **Data Protection Officer** if you have questions or you wish to find out more details about your rights, please read the [BBC's Privacy and Cookies Policy](#).

[Contact BBC Studios DPO](#). If you wish to find out more, please read the [BBC Studios Privacy Policy for Contributors](#).

If you have a concern about the way the BBC or BBC Studios have handled your personal data, you can raise your concern with the supervisory authority in the UK, the Information Commissioner's Office (ICO) <https://ico.org.uk/>.

### Updating this privacy notice

We will revise the privacy notice if there are significant changes to how we use your personal data.