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## **Red Sky Productions' Privacy Notice for Job Applicants and those working with us**

This notice explains what personal information we will collect, how and why we use it, and what happens to it. Please ensure you read this notice (which may be updated from time to time).

### **Who this privacy notice applies to**

Any employees (including interns and trainees) and independent contractors/freelancers.

### **What kind of information we hold**

Personal information may include name, title, telephone number, email and postal address, gender, date of birth, NI number, employment status, driving licence information and such other information as we may reasonably require. The information is never sold or passed to third parties for marketing or other commercial purposes. The table below sets out more details about the type of information we may hold and for what reasons.

### **The legal basis on which we retain and process your data**

We may use your information where (i) you have given us direct permission to do so or (ii) we are fulfilling the terms of an agreement with you or (iii) where the law requires us to do so or (iv) it is necessary in our legitimate interests or (v) there is substantial public and commercial interest.

### **Where the information is held**

Information may be held securely at our offices and with service providers, such as members of the production team on location, in electronic form or hard copy. Red Sky may have to share your personal information on a limited basis with certain third parties such as professional advisers and production partners. Also, it may be necessary to transfer such information to any of our business contacts outside the European Economic Area in order to further our business interests even where the country or territory in question does not maintain these data protection standards.

### **How long we keep your information**

We keep personal information about you during recruitment for no longer than the purpose for which it is processed. We are obliged to ask you to state explicitly ("opt-in") to us keeping your CV on file for a period of one year for future job opportunities in the event of an unsuccessful application.

### **Your rights to correct, access and ask that we erase your information**

Please contact Red Sky's data controller, Ross Harper, [ross.harper@redskyproductions.co.uk](mailto:ross.harper@redskyproductions.co.uk) if (in accordance with your legal entitlement) you would like to correct or access personal information we hold relating to you. We can also provide information about your right to be forgotten.

### **Keeping your information secure**

We limit access to your information to those who have a genuine need to know it. Those people are authorised to process your information and are subject to a duty of confidentiality. We process your data through both electronic and manual means and we have appropriate security measures in place to prevent any information being lost or accessed in an unauthorised manner. We have procedures in place to deal with any suspected data breach, and we will notify you and the authorities of a suspected data breach according to the law.

### How to complain

If you have any queries about the use of your personal information, please contact Red Sky's data controller, Ross Harper, [ross.harper@redskyproductions.co.uk](mailto:ross.harper@redskyproductions.co.uk)

If we are not able to address your query, 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.

### About the information we collect and hold and why

The information we collect	How we collect the information	Why we collect the information and how it is used
Your name and contact details	From you	To carry out a fair recruitment process and to process your application, keep you informed at all stages  To inform relevant manager of your application
Details of your experience, qualifications and employment history including salary, working hours and interests.	From you and from the information you provide	To carry out a fair recruitment process and to make an informed decision
Details of referees	From you and from the information you provide	To carry out a fair recruitment process and to make an informed decision  To comply with regulatory obligations and those of commissioning broadcaster  Information may be shared with the relevant managers, HR personnel, the referee and programme commissioner
Information about any conduct, grievance or performance issues obtained from previous employers and/or education providers (required by law or to enter into a	From you, your education provider, previous employers and/or referees	To make an informed decision to recruit  To maintain employment records and to comply with legal, regulatory and corporate governance obligations and good employment practice

contract of employment)		
<b>The information we collect</b>	<b>How we collect the information</b>	<b>Why we collect the information and how it is used</b>
Information regarding your professional qualifications	From you, your education provider, from the relevant professional body	To verify the information provided by you To make an informed recruitment decision
Physical and/or mental health issues	From you	To ensure our duty of care to you To take reasonable steps to accommodate and to ensure access to employment
Information regarding criminal records (required by law or in order to enter into contract)	From you, Disclosure Scotland or the Disclosure and Barring Service	To verify information provided by you To comply with our legal obligations To progress a contract of employment
Your nationality and immigration status and information from related documents such as your passport or other identification and immigration information (required by law or in order to enter into contract)	From you, and where necessary, the Home Office	To progress a contract of employment To carry out right to work checks To maintain accurate employment records Information may be shared with the Home Office in accordance with the law
A copy of your driving licence (required by law or in order to enter into contract if applicable)	From you	To progress a contract of employment To comply with the terms of our insurance Information may be shared with our insurer