



## **Privacy Notice**

The Registry is a list of Intimacy Coordinators working in the screen industry who have attained a required level of skills and experience. Companies will be able to check the Registry when employing an Intimacy Coordinator.

## **Data Controller**

Prospect is the data controller  
Data Protection Compliance Officer  
Prospect  
100 Rochester Row  
London SW1P 1JP

datacompliance@prospect.org.uk

## **How do we collect your personal data.**

We will collect personal data directly from you when you apply to join the registry when you complete the on-line form.

## **What information do we collect and about you and why?**

We will ask for your name and contact details on the application form to administer the registration process. You will also be given a reference number.

## Supporting Documents

We will ask for supporting documents which will be used to determine whether you have reached the required standard to be registered at Level 1 or Level 2.

You must therefore provide copies of the following:

- CV
- Statement explaining work experience and completed training.
- Training Certificates
- Evidence of productions/shooting days for example:
  - Contract
  - Letters from productions
  - Proof of payment
  - IMDB page
  - Redacted Call Sheets

## Refence

We will also require a reference from two referees which will contain their name, contact details, which will be used to support the application to the registry.

## Confirmation of Days on Set

If applicants choose to use the template 'Confirmation of employment days on set' document with an agent or producer, this document will contain the agent/producer's name and contact details which will be used to support the application to the registry.

## Website

We will also publish your name, contact details and attainment level on the Registry website.

## Non-members

Non-members will have to pay a fee of £200 to access the scheme, therefore we will collect payment details.

## **Special Category**

The scheme is free to BECTU members, and therefore you will need to provide your membership number to confirm your membership of the union.

## Criminal Records Checks

We also require evidence of DBS checks (England & Wales) or Access NI Criminal Record Check (N Ireland), PVG Certificate (Scotland), and Garda Vetting (Ireland).

## **What is our Purpose and Lawful Basis for processing your personal data.**

The lawful basis we rely on to process your personal data is Article 6 (1)(f) of UK GDPR - **Legitimate Interest:**

- To administer the registration scheme.
- To process the applications to the Registry to ensure applications have met the required standard/skills.
- To assess the supporting documentation.
- To share documentation with the BFI to ensure consistency.
- To confirm an individual's registration if not published on the website when contacted by an employer.
- To operate a complaints procedure.

We will rely on the lawful basis of **Consent** Article 6 (1)(a) to publish your personal data on the Intimacy Coordinators website.

## **Special category data**

The additional lawful basis we rely on to process your special category data for the purposes below is Article 9 (2) (d) UK GDPR is carried out in the course of our legitimate trade union activities.

- To check membership of the union as part of the registration process.

Article 9(2)(b) processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller in the field of employment and social security and social protection law as authorised by law.

- To ensure registered members who may work with children or vulnerable adults have provided the required evidence of criminal records checks.

## **Who do we hold personal data about.**

We hold personal data about members applying to join the registry. We will also hold personal data of non-members who apply to join the registry.

We may also hold data about individuals who have provided references, and whose details may appear in the supporting documents.

## **Who might we share your personal data with.**

We will share your application form and supporting documents during the process with:

BECTU Intimacy Coordinator sub-committee who assess applications.

Prospect – BECTU Sector staff who administer the scheme.

BFI – who moderate the scheme. They will receive a report on successful applications with the supporting documents to ensure there is a consistency of approach.

Complaints about the process and outcome will be heard by an independent third party and documents may be shared during this process.

Information will be made public when published on the Registry website.

Google Docs – Information will be processed and retained on-line.

### **Do we transfer data outside the UK.**

Applicants to the scheme who live in Ireland will be covered by the adequacy regulations.

### **How long will we retain personal data.**

The information collected to support applications will be kept for 2 years.

### **Your rights in relation to your data.**

Under data protection law you have rights over the personal information we process. The rights available to you depend on our reason for processing your information.

#### **Your right of access (Article 15)**

You have the right to request a copy of the personal information that we hold about you. This right always applies to all the personal data we process. There are some exemptions which means you may not always receive all the information we process.

#### **Your right to rectification (Article 16)**

You have the right to ask us to rectify information you think is inaccurate, and to complete information you think is incomplete. This right always applies to all the personal data we process.

#### **Your right to erasure (Article 17)**

In certain circumstances you can ask for the data we hold about you to be erased from our records. There are also exemptions to this right which means we may not always be able to comply with your request.

#### **Your right to restriction of processing (Article 18)**

You have the right to ask us to restrict the processing of your personal data in certain circumstances.

#### **Your right to object to processing (Article 21)**

You have the right to object to processing of your personal data if it is processed on the grounds of legitimate interest.

Further details about UK GDPR and your rights under UK GDPR can be found on the ICO's website at <https://ico.org.uk/>.

### **Complaints**

If you wish to make a complaint about the way your data has been used or to assert your rights, please contact the Data Protection Compliance Officer on [datacompliance@prospect.org.uk](mailto:datacompliance@prospect.org.uk)

You can also make a complaint to the Information Commissioner's Office; the contact details are:

ICO

Wycliffe House, Water Lane, Wilmslow, SK9 5AF

<https://ico.org.uk/concerns>

Telephone: 0303 123 1113

This notice maybe updated periodically. We will inform members of the changes and the date on which they take effect.