

## **PRIVACY NOTICE**

Argonon is committed to keeping personal data safe and secure, and handling it in accordance with our legal obligations and best practice in line with industry standards. Argonon endeavours to respect the interests, rights and freedoms of individuals at all times.

This notice is designed to help you understand how and why Argonon may collect personal data about you, and how you can control what we do with your personal data. Argonon is responsible for your personal data as a data controller.

For the purposes of this notice, 'Argonon' refers to all companies within the Argonon group.

### **Why do we collect your personal data?**

Argonon collects data for operational purposes and for the purposes of its core business activities, namely television production and distribution activities (including the production, promotion, administration, exploitation, insurance and management of Argonon programming) (the **Argonon Activities**).

Argonon processes personal data for the Argonon Activities on the basis that it is in our legitimate interests, or the legitimate interests of third parties with whom we share personal data, to carry out such Argonon Activities. Argonon may also process personal data to fulfil legal obligations, including regulatory and compliance requirements.

In certain circumstances as necessary for the Argonon Activities we will process special category data (data concerning race, ethnic origin, politics, religion, trade union membership, genetics, biometrics (where used for ID purposes), health, sex life or sexual orientation) and criminal offence data. Such personal data is only collected where it is absolutely necessary and proportionate to do so.

We will never collect sensitive personal data about anyone without their explicit knowledge and consent (given verbally or in writing). Where you have provided sensitive personal data, you agree that we may collect it and use it for the purposes which we have explained to you. Argonon's processing of such data is based on this consent. You can withdraw your consent to our processing of such data at any time by contacting Argonon's Data Protection Manager at [hollie.east@argonon.com](mailto:hollie.east@argonon.com).

At all times Argonon will ensure that the lawful bases for processing personal data will not override the interests, rights and freedoms of individuals.

### **How do we obtain your personal data?**

We will usually obtain your personal data directly from you, verbally or in writing.

Occasionally we may collect data from third parties such as recruitment agencies or government organisations. We may also obtain data from the public domain.

### **How long will we keep your personal data?**

Argonon monitors personal data it processes and takes measures to ensure it is kept up to date, retained only for the duration required to fulfil the Argonon Activities and erased once that purpose is fulfilled or as otherwise required under legislation.

The nature of Argonon's Activities may require data to be kept for a long period of time. The rights and freedoms of individuals will continue to be of paramount importance to Argonon and it will ensure that proper consideration is given on a regular basis as to whether the data is still being processed for the purpose it was obtained and whether it is reasonable and proportionate to continue to process such data.

### **How do we protect your personal data?**

We use technical measures (such as encryption and password protection) to protect our systems and safeguard your personal data. We also use operational measures to protect the data, for example by limiting access to personal data to those persons in Argonon on a strictly "need-to-know" basis only.

We are committed to keep these security measures under review to ensure we keep up to date with current best practice.

### **Do we share your data?**

In the business of making and selling content for television, it is necessary to share personal data to limited categories of third parties, such as broadcasters, insurers or suppliers assisting us with the production and distribution of our programmes.

### **What are your rights?**

You are entitled to copies of your personal data held by us and to request that we correct or delete such data. You can also restrict the processing of your information.

You can also object to our use of your personal data where we rely on our legitimate interests to do so.

When you get in touch, we will respond without undue delay and in any event within one month (unless we notify you otherwise). We may also ask you to verify your identity before we provide any information to you.

The information provided to you will be in a commonly used and easily readable format. There is no charge for most requests, but if you ask us to undertake an excessive task to identify your personal data we may ask you to pay a reasonable admin fee, taking into account the administrative costs of providing the information.

To exercise any of these rights, or if you have any questions, please contact Argonon's Data Protection Manager at [hollie.east@argonon.com](mailto:hollie.east@argonon.com).