

# OPEN MIKE PRODUCTIONS



## GENERAL PRIVACY POLICY

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### 1. Introduction

The following General Privacy Policy is presented by Open Mike Productions to inform employees, freelancers, third parties associated with our company that we are committed to protecting your data.

This Privacy Policy provides information about the data Open Mike collects and in what ways Open Mike uses, collects and stores this information.

Although not all parts of this Policy may be relevant to your specific relationship with Open Mike, we recommend that before submitting any personal information, you read this Policy.

### 2. Who are Open Mike Productions?

Open Mike Productions are primarily, but not exclusively, a production house (company) that specialises in broadcast comedy entertainment and we have been operating in the industry for over 20 years.

### 3. Data and Information

#### 3.1. What data do we collect?

Personal Data is information that can be associated with or relates to a person that could be used to identify that person including;

- Name
- Address
- DOB

- Gender
- Occupation

Sensitive data is information that is more detailed about how a person lives and includes, but is not limited to, things like;

- Racial or Ethnic origin
- Political opinions
- Religious beliefs

#### **COVID19 and any future epidemic/pandemic**

- **Health questionnaires**
- **Temperature readings**

This privacy policy relates to our use of any personal and sensitive data we collect from you:

- On a permanent or non-permanent employment contract;
- On a statement of health;
- Or when you contact and communicate with us via email, phone, social media and website either directly, or through a managing agent or nominated representative.

### **3.2. How do we use your data?**

Collection and use of your Personal Data is done in a manner consistent with this Privacy Policy. The personal information you give is used by us to manage your employment and contract records, salary payments and carry out our obligations as an employer. The personal information we hold about you will be retained so that we can contact you about your engagement with the company should we need to.

We do not sell your personal or sensitive details to any organisations, but there are occasions when your personal information will be shared with third party companies or organisations, or these companies will be granted access to your information, so they can provide services to us. These include;

- Third party banks or financial institutions – in order for Open Mike to pay you.
- Third party IT service suppliers. - In order to keep our network secure, troubleshoot issues and manage software applications that hold your personal details.
- Third party computer programmes suppliers – in order for Open Mike to process payrolls, pension auto enrolment and payments.
- Third party pension providers – in order for Open Mike to process and pay their auto enrolment pension obligations, if applicable.
- Third party lawyers – in order for contractual wording to be ascertained and advised on.
- Third party accountants/auditors – in order for Open Mike to be audited to fulfil their obligations as a limited company.
- Third party regulatory bodies – in order for Open Mike to fulfil obligations.
- Third party broadcasters and distributing agencies - in order for Open Mike to fulfil obligations.
- Her Majesty's Revenue and Customs – in order for Open Mike to fulfil their tax, national insurance, pension, and any other obligations to HMRC.
- **Third party health care officials – in order for Open Mike to provide official with information to track and trace any suspected or confirmed COVID19 (or any other pandemic/epidemic) cases and/or carriers**

If applicable, your name and image may also be used for PR purposes, for example in billings and on TX cards (a document we use to let people/viewers know that a show is being broadcast shortly). If used on TX cards it will be distributed on Twitter or other similar social media sites, please be aware that these sites have their own Privacy Policy and it is advised that you also read these.

We will also use your personal data to contact you in relation to any queries or correspondence with us.

### **3.3. What do we do with any sensitive data?**

Any sensitive information you give Open Mike is used by us to manage your engagement and contract records, payment of fees and carry out our obligations as an employer and production house. This information will be removed from our records when your contract or relationship with us ends.

**For any COVID19 or any future pandemic/epidemics, it may be necessary to store information for up to a month after your contract ends with us**

### **3.4. Our lawful basis of processing data**

#### **Contract:**

When you provide a service to Open Mike, there is a contractual relationship established. We will process the personal and sensitive data that is needed to fulfil our obligations to you in that contractual relationship.

#### **Legal obligation:**

We process data in order to comply with legal obligations, for instance to be compliant with data protection laws or with tax law or to pay your salary or invoices. We will also retain this information for the period that is required by law.

**Legitimate Business Interests:** We will process data for our legitimate interest to manage and administer our business effectively, where we consider that our legitimate interests do not override your own interests, rights and freedoms.

For more information about your rights, please see point 6.2 in this privacy policy.

### **3.5. Retention: How long do we store data for?**

The information we collect about you is retained securely on our servers or securely on paper and is not shared with any third party, unless you explicitly have consented to such sharing or unless we are required to do so to comply with legal obligations or for lawful purposes or if it is in our legitimate interest to do so. We retain data for a certain period as is permitted or required under applicable laws. We will actively review the data we hold and remove it if there is no longer a legal or business need for us to keep it.

### **3.6. Subject Access Request**

If you want to know what personal data we hold about you, a Subject Access Request (SAR) will need to be made. You can do this by emailing [mail@openmike.co.uk](mailto:mail@openmike.co.uk). Please put 'SAR' in the subject line, so that we can deal with your request within one month of receipt as set out by law. Please note that we may require additional information to identify you. This service is free of charge. However, if your request is manifestly unfounded or excessive or you request several copies of your data following a request, we can extend the time limit to respond to a SAR and we reserve the right to charge a reasonable administrative fee. You will be notified of any such fees before we begin.

## **4. Data Protection**

### **4.1. Our legal grounds for Data Processing**

The new General Data Protection Regulation (GDPR) is effective from May 25th 2018, and requires us to inform you about our legal basis for the processing of your data.

Our processing and collection of your data is either based on your consent, or the consent from your nominated representative provided to us in order for us to fulfil our obligations in a contractual relationship with you, or it is in respect to legitimate interests or any legal obligation under law, as stated in Article 6 in the GDPR.

### **4.2. Your rights**

The GDPR sets out different rights for you as an individual, which gives you greater control over how your personal information is used.

Your right to be informed is one of them and that is what we do when we provide you with this privacy policy. You have a right to access the data we store on you and this can be done through a SAR. Please see point 3.6 in this privacy policy on how to go about that.

You have a right to rectification or to complete inaccurate personal data, if your data has been processed by the basis of contract, consent or legitimate interest.

If your data has been processed on basis of consent or for us to comply with a legal obligation or legitimate interest you have the right of erasure, also referred to as the right to be forgotten. The right to data portability applies where we have processed your personal data based on consent or our contractual relationship.

Please be aware that where we process your personal data under the basis of legal obligation, none of these rights other than the right to be informed and right to access will apply. We have taken technical and organisational measures to ensure your rights under the GDPR is set out clearly in this policy and that we ensure your data is secure with us when we are processing it. If you have any questions, please do not hesitate to contact us on this email address: [mail@openmike.co.uk](mailto:mail@openmike.co.uk).

## **5. Reservations**

### **5.1. Changes**

This privacy policy may be subject to change. We reserve the right to modify this policy at any time and the updated policy will be posted on this page [www.openmike.co.uk/privacy](http://www.openmike.co.uk/privacy). If we make any changes that will alter how we handle your data you will be notified and directed to the updated policy. Please always refer to this webpage to be informed on how we collect and process your data.

Open Mike reserves the right to disclose, share or otherwise transfer user information in connection with a corporate merger, acquisition, consolidation or other fundamental corporate change. If this should happen, you will see a notification on these pages and in our terms of use.

### **5.2 Security**

Open Mike only share your information with third parties where you have given us explicit consent to do so. We will also share your data if we are under a legal obligation to do so, or if it is to carry out our obligations as an employer.

We will take every measure to ensure the protection of your data and to minimise the information accessible, other than what is strictly necessary under our obligation to comply with the law. If you have any questions with regards to this please contact us at: [mail@openmike.co.uk](mailto:mail@openmike.co.uk)

## **6. Breach**

We care about your privacy and we do our utmost to secure your data and to comply with all legal obligations and Data Protection Laws applicable in the UK. However, should you experience or suspect a breach of personal data, please email us at: [mail@openmike.co.uk](mailto:mail@openmike.co.uk). Please put 'Breach' in the subject headline. We will acknowledge receipt of your message and will begin investigations and keep you updated.

## **7. Get in touch with Open Mike**

For other queries in relation to data protection, please email us at: [mail@openmike.co.uk](mailto:mail@openmike.co.uk).

Or write to us at:

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