



## Department for Digital, Culture, Media & Sport Privacy Notice for the Film & TV Production Restart Scheme

The Department for Digital, Culture, Media & Sport (DCMS) helps to drive growth, enrich lives and promote Britain abroad.

We protect and promote our cultural and artistic heritage and help businesses and communities to grow by investing in innovation and highlighting Britain as a fantastic place to visit. We help to give the UK a unique advantage on the global stage, striving for economic success.

### Purpose of this Privacy Notice

This notice is provided within the context of the changes required by the Article 13 & 14 of EU General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA). This notice sets out how we will use your personal data as part of our legal obligations with regard to Data Protection.

DCMS's [personal information charter](#) (opens in a new tab) explains how we deal with your information. It also explains how you can ask to view, change or remove your information from our records.

### What is personal data?

Personal data is any information relating to an identified or identifiable natural living person, otherwise known as a 'data subject'. A data subject is someone who can be recognised, directly or indirectly, by information such as a name, an identification number, location data, an online identifier, or data relating to their physical, physiological, genetic, mental, economic, cultural, or social identity. These types of identifying information are known as 'personal data'. Data protection law applies to the processing of personal data, including its collection, use and storage.

### What personal data do we collect and why?

We collect the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details)
- Identification numbers issued by government bodies or agencies (for example, passport number, or driver's or other license number).
- Financial information and account details (for example, bank account number and account details, credit history and credit score).

- Medical condition and health status (for example, in certain cases, we may receive information about your current or former physical or mental or medical condition, health status, PCR test results, medical procedures performed, and medical history).
- Other potentially sensitive information (in certain cases, we may obtain information about your criminal record or civil litigation history in the process of preventing, detecting and investigating fraud).
- Telephone recordings (for example, recordings of telephone calls to the staff and offices of our administrator or loss adjusters).
- Information to investigate crime, including fraud and money laundering (for example, we may require our administrator, loss adjusters or other third parties to share information about their previous dealings with registrants and claimants for this purpose).
- Insurance policy details and claim numbers, details of policy coverage and cause of loss; and prior loss history, your status as director or partner or other ownership or management interest in an organisation and other insurance policies you hold.

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

We receive personal information indirectly, from the following sources in the following scenarios:

- Our third party administrator, Marsh Commercial, for the purposes of assessing eligibility for registration onto the Film and TV Production Restart Scheme.
- Loss adjusters, Sedgwick or Spotlite, for the purposes of assessing eligibility for compensation under the Film and TV Production Restart Scheme.

We use the information that you have given us in order to verify your identity and the eligibility of the application for registration and/or request for compensation under the Film & TV Production Restart Scheme.

We may share this information with our professional advisers and with any other relevant part(s) of the UK Government.

## **What is the legal basis for processing my data?**

To process this personal data, our legal reason for collecting or processing this data are:

- UK GDPR 6. 1 (e) We need it to perform a public task.
- UK GDPR Art. 9. 2 (b)

## **What will happen if I do not provide this data?**

If you do not provide this data, we will ascertain your eligibility to join the scheme, process your application or claims.

## How will we use your data?

In this section, we set out the purposes for which we use Personal Data, explain how we share the information, and identify the “legal grounds” on which we rely to process the information.

These “legal grounds” are set out in the General Data Protection Regulation (the GDPR) and the UK Data Protection Act 2018, which allows companies to process Personal Data only when the processing is permitted by the specific “legal grounds” set out in the GDPR (the full description of each of the grounds can be found [here](#)).

Where we collect, use or disclose Special Categories of Personal Data in the administration of a UK Government scheme to provide compensation to industries affected by the COVID-19 pandemic, we may do so for reasons of substantial public interests insofar as it is necessary for government purposes.

Before you provide us with Special Categories of Personal Data about a person other than yourself, you agree to notify such person of our use of their Personal Data and, if requested by us, to obtain their consent to our use of their Special Categories of Personal Data (for example, by requiring the individual to sign a consent form).

We use your data to ascertain your eligibility to join the scheme, process applications and claims (including any related payments), and for monitoring, compliance and transparency purposes.

## Who will my data be shared with?

We will share your data with:

- Third Party Administrator, Marsh Commercial, to process applications and claims.
- Loss adjusters, Sedgwick Media & Entertainment and Spotlite Claims Ltd., for the purposes of assessing eligibility for compensation under the Film and TV Production Restart Scheme.
- Audit providers, BDO LLP, to ensure transparent management of applications and claims from our Third Party Administrators.
- Legal Advice, through Burges and Salmon, to clarify eligibility or, if required, to provide legal advice on complex issues related to claims and applications.
- BFI, to confirm eligibility and verify the information provided on the cultural test part of the application process.
- RSM UK Consulting LLP, to carry out a process evaluation of the scheme and survey production companies on their experience to date

Please note that in addition to the disclosures we have, and the additional disclosures identified by Marsh Commercial in [this table](#), we will disclose Personal Data for the purposes we explain in this notice to service providers, contractors, advisers, agents and MMC group companies that perform activities on Marsh Commercial's behalf.

## **How long will my data be held for?**

We will only retain your personal data for the purposes set out in this document, in line with DCMS retention policy.

Once the processing activity has been completed, we will securely destroy data in line with DCMS retention policy.

## **Will my data be used for automated decision making or profiling?**

We will not normally use your data for any automated decision making. If we need to do so, we will let you know.

## **Will my data be transferred outside the UK and if it is how will it be protected?**

Your personal data is held on DCMS secure IT infrastructure and stored in the [European Economic Area](#) (EEA).

## **What are your data protection rights?**

You have the right to request information about how your personal data are processed, and to request a copy of that personal data.

You have the right to request that any inaccuracies in your personal data are rectified without delay.

You have the right to request that any incomplete personal data are completed, including by means of a supplementary statement.

You have the right to request that your personal data are erased if there is no longer a justification for them to be processed.

You have the right in certain circumstances (for example, where accuracy is contested) to request that the processing of your personal data is restricted.

You have the right to object to the processing of your personal data.

Where data is processed on the basis of consent:

You have the right to request a copy of any personal data you have provided, and for this to be provided in a structured, commonly used and machine-readable format.

You have the right to withdraw consent to the processing of your personal data at any time.

## **What are cookies?**

Cookies are small text files that are placed on your computer by websites that you visit. They are widely used in order to make websites work, or work more efficiently, as well as to provide information to the owners of the site.

You may block some or all cookies other than essential cookies from this site.

## **How do we use cookies?**

We don't use cookies to track people's internet usage after leaving our sites and we don't store personal information in them that others could read and understand. We will not sell or distribute cookie information without your prior consent.

## **What types of cookies do we use?**

### **Strictly necessary cookies**

These cookies are essential for our online services and tools to work. They collect or record information that we need to make our site work.

Common uses for this type of cookie include:

- storing information so that shopping baskets can be provided
- storing information for e-billing
- allowing users to log in or access private areas of a site

These cookies only last for a single browsing session – when you leave our site, they are removed.

### **Performance cookies**

These cookies help us to monitor and improve how our website works.

Common uses for this type of cookie include:

- collecting information about which pages visitors go to most often
- noting if visitors get any error messages from web pages
- understanding which links visitors like to follow (including adverts) and which they choose not to.

The information collected using these cookies is anonymous and cannot be used to identify an individual visitor.

### **Functionality cookies**

These cookies allow us to provide you with enhanced features that need to remember your preferences and choices, such as your user name, language or region. They also let us monitor how our website is performing so we can keep on improving it.

Common uses for this type of cookie include:

- providing you with local information, such as health providers in your area
- remembering how you like to use our site, such as what text size you like or what media software you use
- remembering what topics you're interested in so we can provide you with related products, services and information.

The information we store in these cookies is encrypted so that only we can read it.

## **How to manage your cookies**

We will provide you with the option to choose which cookies you want with the exception of Strictly necessary cookies.

## **Changes to our privacy notice**

We will from time to time update this privacy notice.

## **How to contact us**

The contact details for the data controller's Data Protection Officer (DPO) are:

DPO  
The Department for Digital, Culture, Media & Sport  
100 Parliament St,  
London  
SW1A 2BQ  
Email: [DPO@dcms.gov.uk](mailto:DPO@dcms.gov.uk)

## **How to contact the appropriate authorities**

If you believe that your personal data has been misused or mishandled, you may make a complaint to the Information Commissioner, who is an independent regulator. The Information Commissioner can be contacted at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Telephone: 0303 123 1113

Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)

Any complaint to the Information Commissioner is without prejudice to your right to seek redress through the courts.

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/> (opens in a new tab)

This notice was last updated on 06/10/2021