

TIMELINE TELEVISION LIMITED

GDPR PRIVACY NOTICE FOR CANDIDATES (UK)

Effective from: 06 June 2018

Timeline Television Ltd.
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Company Registered in England and Wales No 06019292

What is the purpose of this document?

Timeline Television Limited is committed to protecting the privacy and security of your personal information.

This privacy notice describes how we collect and use personal information about you during the application process to work with us, in accordance with the General Data Protection Regulation (GDPR).

It applies to all candidates – whether you are applying to work with us as an employee, worker or contractor.

Timeline Television Limited is a "data controller". This means that we are responsible for deciding how we hold and use personal information about you.

You are being provided with a copy of this privacy notice because you are applying for work with us (whether as an employee, worker or contractor). The purpose of this document is to make you aware of how and why your personal data will be used, namely for the purposes of the recruitment exercise, and how long it will usually be retained for. It provides you with certain information that must be provided under the GDPR.

Data protection principles

We will comply with data protection law. This says that the personal information we hold about you must be:

1. Used lawfully, fairly and in a transparent way.
2. Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
3. Relevant to the purposes we have told you about and limited only to those purposes.
4. Accurate and kept up to date.
5. Kept only as long as necessary for the purposes we have told you about.
6. Kept securely.

The kind of information we hold about you

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

There are "special categories" of more sensitive personal data which require a higher level of protection.

In connection with your application for work with us, we will collect, store, and use the following categories of personal information about you:

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- The information you have provided to us in your curriculum vitae and covering letter.
- The information you have provided on our application form, including name, title, address, telephone number, personal email address, date of birth, gender, employment history, qualifications, salary history, right to work status & notice period.
- The information you have provided via our online portal for applications.
- Any information you provide to us during an interview.
- Any other information provided during the onboarding process in addition to those named above including referee contact details, address history, nationality, next of kin contact details, bank details, health and disability, religious belief, sexual orientation, ethnic origin, criminal convictions, passport number (if applicable), proof of address, driving license number, P45, salary information, academic history, national insurance number.

We may also collect, store and use the following types of more sensitive personal information:

- Information about your race or ethnicity, religious beliefs, sexual orientation and political opinions.
- Information about your health, including any medical condition, health and sickness records.
- Information about criminal convictions and offences.

How is your personal information collected?

We collect personal information about candidates from the following sources:

- You, the candidate.
- Recruitment agencies, from which we collect the following categories of data: *Curriculum vitae, covering letter, current notice period, salary expectations, right to work status, home address, personal email address & contact number, employment history*
- Disclosure Scotland which is our background check provider, and from which we collect the following categories of data: name, current address, address history, date of birth, maiden name, nationality, country of birth, passport number (if applicable), national insurance number, driving licence number, national identity card details (if applicable)
- Disclosure and Barring Service in respect of criminal convictions.
- Your named referees, from whom we collect the following categories of data: Company name, job title, duration of employment, previous job responsibilities, line manager name and position, reason for leaving, absence information

How we will use information about you

We will only use your personal information when the law allows us to. Most commonly, we will use your personal information in the following circumstances:

1. Where we need to perform a contract we have entered into with you.
2. Where we need to comply with a legal obligation.
3. Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.

We may also use your personal information in the following situations, which are likely to be rare:

1. Where we need to protect your interests (or someone else's interests).
2. Where it is needed in the public interest.

We will use the personal information we collect about you to:

- Assess your skills, qualifications, and suitability for the role.
- Carry out background and reference checks, where applicable.
- Communicate with you about the recruitment process.
- Keep records related to our hiring processes.
- Comply with legal or regulatory requirements.

It is in our legitimate interests to decide whether to appoint you to the role or work for which you have applied since it would be beneficial to our business to appoint someone to that role or to carry out that work.

We also need to process your personal information to decide whether to enter into a contract of employment or a contract for services with you.

Having received your CV and covering letter, your application form, and/or your online application, we will then process that information to decide whether you meet the basic requirements to be shortlisted for the role. If you do, we will decide whether your application is strong enough to invite you for an interview. If we decide to call you for an interview, we will use the information you provide to us at the interview to decide whether to offer you the role or work. If we decide to offer you the role or work, we may then:

- take up references;
- carry out a criminal record check; and/or
- carry out a right to work in the UK check

before confirming your appointment.

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If you fail to provide personal information

If you fail to provide information when requested, which is necessary for us to consider your application (such as evidence of qualifications or work history), we will not be able to process your application successfully. For example, if we require a credit check or references for this role and you fail to provide us with relevant details, we will not be able to take your application further.

How we use particularly sensitive personal information

"Special categories" of particularly sensitive personal information require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal information.

We will use your particularly sensitive personal information in the following ways:

- We will use information about your disability status to consider whether we need to provide appropriate adjustments during the recruitment process, for example whether adjustments need to be made during an interview.
- We will use information about your race or national or ethnic origin, religious, philosophical or moral beliefs, or your sexual life or sexual orientation, to ensure meaningful equal opportunity monitoring and reporting.

Information about criminal convictions

We may only use information relating to criminal convictions where the law allows us to do so. This will usually be where such processing is necessary to carry out our obligations and provided we do so in line with our data protection policy.

We envisage that we will process information about criminal convictions.

Where appropriate, we will collect information about your criminal convictions history if we would like to offer you the role or work (conditional on checks and any other conditions, such as references, being satisfactory).

- The role of Financial Accountant is one which is listed on the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and is also specified in the Police Act 1997 (Criminal Records) Regulations so is eligible for an enhanced check from the Disclosure and Barring Service. We will seek your consent to carry out such a check if we intend to offer you the role conditionally.
- Many other roles require a high degree of trust and integrity since they may involve:
- Visibility of others' sensitive personal information, contact details and employment information for those with line management responsibilities
- Contact details, employment history and salary information for those involved in the recruitment process.
- Working with young adults for those working with closely with our Graduate recruits,

- Third party contact details such as our client contact details, main client contact and details of the contract between Timeline and the client
- Timeline Television's company bank details for business related purchases
- Access to freelancer limited company details, contact details, email address and bank details for those who are booking freelancers to work on projects.

In such cases we will, before offering you the role, ask for your consent to seek a basic disclosure of your criminal records history in order to satisfy ourselves that there is nothing which makes you unsuitable for the role.

We have in place an appropriate policy document and safeguards which we are required by law to maintain when processing such data.

Automated decision-making

You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making.

Data sharing

We may have to share your data with third parties, including third-party service providers.

We require third parties to respect the security of your data and to treat it in accordance with the law.

We will not transfer your personal information outside the European Economic Area (EEA).

Why might you share my personal information with third parties?

We will only share your personal information with the following third parties for the purposes of processing your application: Disclosure Scotland. All our third-party service providers are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

Data security

We have put in place measures to protect the security of your information. Details of these measures are available upon request.

Third parties will only process your personal information on our instructions and where they have agreed to treat the information confidentially and to keep it secure.

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need-to-know. They will only process your personal information on our

instructions and they are subject to a duty of confidentiality. Details of these measures may be obtained from Timeline Head of HR.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

Data retention

How long will you use my information for?

We will retain your personal information for a period of 12 months after we have communicated to you our decision if you have been unsuccessful in your application. We retain your personal information for that period on the basis that a further opportunity may arise in future and we may wish to consider you for that. We will also retain your personal information for this period so that we can show, in the event of a legal claim, that we have not discriminated against candidates on prohibited grounds and that we have conducted the recruitment exercise in a fair and transparent way. After this period, we will securely destroy your personal information in accordance with applicable laws and regulations.

If we wish to retain your personal information on file, on the basis that a further opportunity may arise in future and we may wish to consider you for that, we will write to you separately, seeking your explicit consent to retain your personal information for a fixed period on that basis.

Rights of access, correction, erasure, and restriction

Your rights in connection with personal information

Under certain circumstances, by law you have the right to:

- **Request access** to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.

- **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- **Request the transfer** of your personal information to another party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact Timeline Head of HR in writing.

No fee usually required

You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

What we may need from you

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

Right to withdraw consent

When you apply for a role or work, you provide consent to us processing your personal information for the purposes of the recruitment exercise. You have the right to withdraw your consent for processing for that purpose at any time. To withdraw your consent, please contact Timeline Head of HR. Once we have received notification that you have withdrawn your consent, we will no longer process your application and, subject to our retention policy, we will dispose of your personal data securely.

Data privacy manager

We have appointed a data privacy manager to oversee compliance with this privacy notice. If you have any questions about this privacy notice or how we handle your personal information, please contact the data privacy manager. You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues.

Last updated: 06 June 2018