

**Production-specific data protection statement**  
**For Traffic Cops Series 7 (working title), by Mentorn Media Limited, part of the Tinopolis Media Group**

This statement sets out details of the personal data that will be collected and processed as part of this production. More information about how the Tinopolis Group handles personal data can be found in our corporate privacy notice (applicable to our employees and freelancers) at <http://www.tinopolis.com/freelancer-company-policies> and in our external privacy notice (applicable to programme contributors, talent and third party suppliers) at <http://www.tinopolis.com/privacy-notice/>

1. Types of personal data collected:

- Visual and audio data.
- Information on suspected criminals or offenders (their name, DOB and address).
- Individual police officers: the image, name and title. We may also collect the image, names and contact information of other police/public service personnel.
- Mentorn will film inside the police station including the police control room. Should this filming result in the inadvertent capture of personal data, for example on computer screens, paperwork etc, Mentorn will blur this personal data in the edit of the programmes
- Production personnel and programme presenter: name, Address, DOB, Contact numbers, emails, SOH, NI numbers, Bank Details, VAT registration, Employment information. Information about any criminal convictions

2. Categories of individuals:

- Suspected criminals or offenders
- Derbyshire Police Officers
- Presenter
- Freelance contractors

3. Purpose of processing:

- If a person is suspected of having committed a crime, we will collect their full name, date of birth and address in order to track the outcome of their case throughout the court (necessary for Mentorn to ensure no contempt of court etc).
- The information being collected by Mentorn from suspects as part of the real-life filming of incidents (full name, date of birth and address) is necessary as part of the filming and production process for the "Traffic Cops" television programmes and in order to enable the production team to make legal checks on the status of the charges/case.
- Production personnel and programme presenter: In order to contract the individual, process payments, for evidential purposes, to comply with the freelancer agreements, for insurance purposes for SOH

4. Type of processing:

- Collection, recording in the Legal Grid, reviewing and follow up checks / updating of the records in the Legal Grid of offender details and current status of offender to whether court proceeding are active or not (necessary for Mentorn to ensure no contempt of court etc)
- Reviewing of Personal Disclosure Forms for the purpose of assessment of suitability to appear in the programme (contributors)

- Collection, reference and processing of payments and expenses in relation to the Freelancer and Presenter Agreements
- Invoices will be processed for payment
- Mentorn's lawful basis for collecting and processing personal data/data sharing with the police and broadcaster is as follows: in accordance with its legitimate interests namely the production of television programmes highlighting the work of the police in crime detection, crime prevention and road safety and the right to process criminal records data under the exemption for "special purpose" data ("journalism exemption")

5. Categories of recipient(s) with whom personal data is shared:

- The production company and its employees and other personnel who need to know the information to carry out production of the programme and compliance checks after the broadcast of the programme.
- Key personnel at Channel 5 including Channel 5 Programme Lawyer, Compliance Department, Senior Editorial Staff (including their assistants which have access to their e-mails
- (where necessary) Mentorn's external legal advisors(where necessary) insurers and any regulatory authorities such as Ofcom in connection with the production and compliance of the Programme

6. Retention period(s) for personal data:

Self-disclosure forms will be kept for one year.

Contributor name and contact details and all production contracts including production personnel contracts, talent contract and supplier contracts will be kept for as long as we are exploiting the production in accordance with our legitimate interests and, where applicable, our legal obligations.

Freelancers' name and contact details will be kept on a freelancer database for 3 years, unless the freelancer contacts us to ask us not to keep their details on a freelancer database.

Personal data of participants who were not suitable for this production will be retained until completion of the programme and will then be destroyed, unless it is necessary for us to retain it for a longer period of time in accordance with our legal obligations.

Contributor (criminal) criminal records will be kept for a minimum of 3 years from first TX.

All other personal information will be retained until completion of the production of the programme and will then be destroyed, unless it is necessary for us to retain it for a longer period of time in accordance with our legal obligations.

7. Data exports:

None