



BBC Comedy Collective Privacy Notice

Your trust is very important to us. This means the BBC is committed to protecting the privacy and security of your personal data. It is important that you read this notice so that you are aware of how and why we are using such personal data. This privacy notice describes how we collect and use personal data about you during and after your relationship with us, in accordance with data protection law.

Why are we doing this and how can you participate?

In our BBC Comedy Collective Bursaries, we look for comedy creatives to develop and nurture. We want to see materials that tell us about you, showcasing your talent, ability, and voice.

In particular, we look for distinctive voices - and work that express those voices.

The BBC Comedy team will assess all the submitted entries and finalise a shortlist and invite those candidates to attend an interview.

For successful candidates, please see the [Privacy Notice for Contributors](#) for information on how we process your personal data when you become a contributor.

The BBC will collect and process the personal data that you have provided to us about yourself when submitting your scripts and other documents to BBC Comedy using our E-submissions tool.

What personal information will the BBC collect and how we will use it?

The BBC will collect and process the personal data for the following purposes of:

- Assessing your application
- For diversity and inclusion purposes
- To communicate with you about your submission
- To keep you informed of opportunities

Personal data

The **personal data** that the BBC will collect through the application form and your submission are:

- Your name
- Your age
- Your phone number
- Your email address
- Your country and area of residence

- Your agent's name, phone number and email address (if you choose to provide such information)
- Your CV, which includes information about your work experience, education, skills, contact details, and any other information that you choose to disclose in your CV.
- Any personal data that you choose to include as part of your submission, including in your written submission as part of your upload.
- Your Audio/visual data if uploaded as part of your submission

Special category data

While we do not require you to provide us with any special category data as part of your submission, if you decide to share any special category data with us as part of what you write in your submission, the BBC will also collect and process special category data.

At the BBC we are committed to reflecting and representing the diversity of the UK. For some opportunities with BBC Comedy, we will be looking to work with and develop writers, producers, or directors from historically under-represented demographics. To do this, we may ask you to confirm in the Eligibility Questions that you meet the criteria that applies to that opportunity. By confirming your eligibility for the opportunity, you may reveal to the BBC special category data about yourself, for example, if you have a disability.

Special category is data that may reveal information about you such as your:

- Race or ethnicity
- Health
- Religious or philosophical beliefs
- Sexual Orientation

This information will be stored in a way which is not linked to you or your submission and will be used by the BBC only to understand and report on the demographics of talent it works with as part of BBC Comedy.

Whilst you may not meet the eligibility criteria to proceed with a particular opportunity or if you decide not to confirm whether you meet the eligibility criteria for a specific opportunity, you can apply and participate in other opportunities at the BBC.

Who is the Data Controller?

The BBC is the “data controller” of your personal data. This means that the BBC decides what your personal data is used for, and the ways in which it is processed. For the avoidance of doubt, your personal data will be collected and processed solely for the purposes set out in this privacy notice. As the data controller, the BBC has the responsibility to comply, and to demonstrate compliance with, data protection law.

Lawful basis for processing your personal data

The lawful basis on which the BBC processes your personal data is the performance of a **public task**.

The BBC has a public mission and purpose to develop new and emerging talent, produce creative output, ensure our content is balanced and that it accurately represents the diversity of our audience, including under the following statutes and rules of law:

- Equality Act 2010 including Section 149 - Public Sector Equality Duty.
- Royal Charter for the Continuance of the British Broadcasting Corporation:
 - Section 4 - to reflect, represent and serve the diverse communities of all of the United Kingdom's nations and regions; and
 - Section 14 – Diversity.
- Ofcom Framework Agreement - Purpose (4): Reflecting, representing and serving the diverse communities of all of the United Kingdom's nations and regions.
- DCMS Broadcasting Framework Agreement – Schedule 3 Regulatory obligations for the UK public services – Section 12 – Equal Opportunities.

For the processing of any special category data that you decide to share as part of your submission, or that may be revealed as part of the eligibility criteria that may apply, the lawful basis is for reasons of **substantial public interest**.

The lawful basis on which we sometimes share your personal data with third-parties is **legitimate interest** in providing you with information on, and additional opportunities. Please see “sharing your personal data” for more information.

Sharing your personal data

The BBC works with our approved third-party providers who help us to provide some of our services. These partners only use your personal data on behalf of the BBC and not independently of the BBC. We use an online platform to collect and store your submission. From time to time the BBC Comedy will partner with BBC Studios and various independent production companies and will open and host these opportunities on this platform.

Depending on who we are running the opportunity with, the BBC will share your personal data and scripts with these third parties. Each opportunity will specify who the third party is. At the point at which the BBC shares your material and personal data with such third parties they will act as separate controllers of your personal data and scripts.

To ensure you don't miss out on any opportunities to continue to develop your skills and talent we occasionally share your contact details with agents, producers, and other independent production companies who are seeking talented writers, producers, or directors.

To find out more about how those third parties will manage your personal data please read their privacy notice or policy.

We may share personal data with a third party where required or permitted by law.

Retaining your personal data

The BBC will retain your personal data for a period of two (2) years following your last submission to one of our opportunities, after which it will be deleted in accordance with BBC policies.

The two (2) years retention period will reset each time you enter one of our opportunities.

You can delete your account at any time, which will automatically delete all your personal data.

Your personal data will be stored in the UK and the EEA.

Your rights and more information

You have **rights** under data protection law:

- You can **request a copy** of the personal data BBC stores about you.
- If your personal data is inaccurate, you have the right to have the data **rectified**.
- You have the right to ask for the personal data we collect about you to be **deleted**, however there are limitations and exceptions to this right which may entitle the BBC to refuse your request.
- In certain circumstances, you have the right to **restrict** the processing of your personal data or to **object** to the processing of your personal data.
- You have the right to ask that we **transfer** the personal data to you or to another organisation, in certain circumstances.

You can contact our [Data Protection Officer](#) if you have questions or you wish to find out more details about your rights, please read the BBC's [Privacy and Cookies Policy](#).

If you have a concern about the way the BBC has handled your personal data, you can raise your concern with the supervisory authority in the UK, the [Information Commissioner's Office \(ICO\)](#).

Updating this privacy notice

We will revise the privacy notice if there are significant changes to how we use your personal data.