



CONTRIBUTOR PRIVACY POLICY

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INTRODUCTION

HEARST NETWORKS UK ("HEARST NETWORKS", "we", "us" or "our").

This Contributor Privacy Policy sets out how we look after your personal data if you are a contributor or potential contributor to any programmes and/or promotions that we produce or commission for our channels, websites, social media accounts and other services.

It is important that you read this Contributor Privacy Policy together with any other privacy policy or fair processing policy we may provide on specific occasions when we are collecting or processing personal data about you so that you are fully aware of how and why we are using your data. This Contributor Privacy Policy supplements other notices and privacy policies and is not intended to override them.

PURPOSE

This Contributor Privacy Policy aims to:

- give you information on how and why we collect and process (that is store, use and share) personal information relating to you which we collect when you contribute to and/or apply to contribute to our programmes and promotions.
- How we protect your personal data.
- Your rights.
- Who to contact if you have queries.

CONTROLLER

- The data controller of your personal information is HEARST NETWORKS UK, Company Number 03105704, of 1 Queen Caroline Street, Hammersmith, London W6 9YN.
- If you have any questions or concerns about your privacy or our use of your personal information, please contact us at feedback@hearstnetworks.com.

WHAT PERSONAL INFORMATION DO WE COLLECT?

Personal data which is provided to HEARST NETWORKS UK by producers and / or talent agencies we work with, such as:

- personal and work contact details;
- social media account details;
- professional background information; AND
- **WITH YOUR CONSENT:** certain health data, and race and ethnicity data.



WHY DO WE COLLECT YOUR PERSONAL INFORMATION?

We only collect your personal data where it is necessary for HEARST NETWORKS UK's legitimate interests, and where HEARST NETWORKS UK's interests are not overridden by your data protection rights, such as:

- in order to assess whether you are a suitable and / or eligible to participate in a programme or promotion, and whether to include or authorise the inclusion of your contribution in the programme or promotion;
- In order to safeguard your welfare, prior to and during your participation in the programme or promotion;
- In order to enter into or perform a contract between you and HEARST NETWORKS UK, for the purpose of developing, recording, producing, editing, broadcasting, publishing, distributing and publicising the programme or promotion and exploiting any other rights granted to us in the programme or promotion;
- **with your consent**, to carry out background checks (including criminal record checks); and
- **with your consent**, to send you direct marketing from HEARST NETWORKS UK.

WHO DO WE SHARE YOUR PERSONAL INFORMATION WITH?

We may disclose personal information about you to the following categories of recipients:

- HEARST NETWORKS employees and employees of any production company working on the Programme or Promotion;
- to our group companies, third party services providers and partners (including HEARST NETWORKS UK's insurers, and those supplying IT systems and services; marketing and social media support; administering compensation and travel reimbursements), or who otherwise process personal information for purposes that are described in this Contributor Privacy Policy or notified to you when we collect your personal information;
- to any competent law enforcement body, regulatory, government agency, court or other third party where we believe disclosure is necessary (i) as a matter of applicable law or regulation, (ii) to exercise, establish or defend our legal rights or those legal rights of a third party, or (iii) to protect your vital interests or those of any other person;
- to an actual or potential buyer (and its agents and advisers) in connection with any actual or proposed purchase, merger or acquisition of any part of our business, provided that we inform the buyer it must use your personal information only for the purposes disclosed in this Contributor Privacy Policy; and/or
- to any other person with your consent to the disclosure.

HOW WE USE AND THE LEGAL BASIS FOR PROCESSING YOUR PERSONAL INFORMATION

- Our legal basis for collecting and using the personal information described above will depend on the personal information concerned and the specific context in which we collect it.
- However, we will normally collect personal information from you only (i) where we need the personal information to perform a contract with you, (ii) where the processing is in our



legitimate interests and not overridden by your interests and rights, or (iii) where we have your consent to do so.

- In some cases, we may also have a legal obligation to collect personal information from you or may otherwise need the personal information to protect your vital interests or those of another person.
- If we ask you to provide personal information to comply with a legal requirement or to perform a contract with you, we will make this clear at the relevant time and advise you whether the provision of your personal information is mandatory or not (as well as of the possible consequences if you do not provide your personal information).
- Generally, the personal information that you are asked to provide, and the reasons why you are asked to provide it, will be made clear to you at the point we ask you to provide your personal information. When HEARST NETWORKS UK asks you for personal data, HEARST NETWORKS UK will make clear which personal data has to be provided by law, or in order for HEARST NETWORKS UK to enter into or fulfil a contract with you. If fail to provide any mandatory data you will not be eligible to participate in the programme or promotion.
- If you have questions about or need further information concerning the legal basis on which we collect and use your personal information, please contact us using the contact details provided at the top of this Contributor Privacy Policy.

HOW DOES HEARST NETWORKS KEEP MY PERSONAL INFORMATION SECURE?

- We use appropriate technical and organisational measures to protect the personal information that we collect and process about you. The measures we use are designed to provide a level of security appropriate to the risk of processing your personal information. Specific measures we use include, but are not limited to, encrypting your personal information and using password protection.

CHILDREN'S PRIVACY

- If you are a minor, please get your parent or your legal guardian's permission before you provide any personal information to us.
- If we become aware that a Minor has provided us with personal information without the permission of their parent or legal guardian, we will remove this information from our systems.

DATA RETENTION

- We retain personal information we collect from you where we have an ongoing legitimate business need to do so (for example, to perform a contract we have entered into with you or to comply with applicable legal, tax or accounting requirements).
- When we have no ongoing legitimate business need to process your personal information, we will either delete or anonymise it or, if this is not possible (for example, because your personal information has been stored in backup archives), then we will securely store your personal information and isolate it from any further processing until deletion is possible.



INTERNATIONAL DATA TRANSFERS

- Your personal information may be transferred to, and processed in, countries other than the country in which you are resident. These countries may have data protection laws that are different to the laws of your country (and, in some cases, may not be as protective).
- Specifically, our Website servers are located in the US, and our group companies and third party service providers and partners operate around the world. This means that when we collect your personal information we may process it in any of these countries.
- However, we have taken appropriate safeguards to require that your personal information will remain protected in accordance with this Contributor Privacy Policy. These include implementing an intra-group agreement incorporating the European Commission's Standard Contractual Clauses for transfers of personal information between our group companies, which require all group companies to protect personal information they process from the EEA in accordance with European Union data protection law.
- Our Standard Contractual Clauses can be provided on request. We have implemented similar appropriate safeguards with our third party service providers and partners and further details can be provided upon request.

YOUR LEGAL/DATA PROTECTION RIGHTS

You have the following data protection rights:

- If you wish to access, correct, update or request deletion of your personal information, you can do so at any time by contacting us at: feedback@hearstnetworks.com
- In addition, you can object to processing of your personal information, ask us to restrict processing of your personal information or request portability of your personal information. Again, you can exercise these rights by contacting us using the contact details provided at the top of this Contributor Privacy Policy.
- You have the right to opt-out of marketing communications we send you at any time. You can exercise this right by clicking on the "unsubscribe" or "opt-out" link in the marketing e-mails we send you. To opt-out of other forms of marketing (such as postal marketing or telemarketing), then please contact us using the contact details provided at the top of this Contributor Privacy Policy.
- Similarly, if we have collected and processed your personal information with your consent, then you can withdraw your consent at any time. Withdrawing your consent will not affect the lawfulness of any processing we conducted prior to your withdrawal, nor will it affect processing of your personal information conducted in reliance on lawful processing grounds other than consent.
- You have the right to complain to a data protection authority about our collection and use of your personal information. For more information, in the UK please contact the Information Commissioner's Office: at: <https://ico.org.uk/global/contact-us/>. for data protection authorities in the European Economic Area, Switzerland and certain non-European countries please check here: <https://ec.europa.eu/justice/article-29/structure/data-protection-author....>)



UPDATES TO THIS CONTRIBUTOR PRIVACY POLICY AND YOUR DUTY TO INFORM US OF CHANGES

- We may update this Contributor Privacy Policy from time to time in response to changing legal, technical or business developments. When we update our Contributor Privacy Policy, we will take appropriate measures to inform you, consistent with the significance of the changes we make. We will obtain your consent to any material changes to this policy if and where this is required by applicable data protection laws.
- The date at the top of this Contributor Privacy Policy indicates when it was last updated.
- It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your relationship with us.

If you have any questions about how HEARST NETWORKS UK process your personal data or wish to exercise your rights please email HEARST NETWORKS UK at: feedback@hearstnetworks.com