

calling the shots

PRIVACY NOTICE FOR FREELANCERS

(Updated November 2025)

Introduction

Your information is very important to us and we look after it carefully in line with privacy and data protection laws, including the General Data Protection Regulation and any applicable UK legislation. We've set out below in more detail what information we collect about you, how we use that information and your rights as a data subject.

This Freelancer Privacy Notice relates to Freelance PAYE or Freelance Self-Employed contracts and describes the categories of personal information we may process, how your personal information may be processed and how your privacy is safeguarded during our relationship with you. It is intended to comply with our obligations to provide you with information about the Company's processing of your personal information under privacy laws. It does not form part of your contract of engagement.

We may update this Freelancer Privacy Notice from time to time and will notify you when any changes are made. This Freelancer Privacy Notice was last updated on 6th November 2025.

The Company is committed to protecting the security of the personal information you share with us. To support this, we've taken appropriate technical, physical and organisational measures to make sure the level of security is appropriate to the risk.

More detail on the Freelancer Privacy Notice:

- Who is the Company?
- How does the Company collect data?
- What information is the Company processing and why?
- Who has access to my data?
- Where is my data transferred?
- How long does the Company keep my data?
- What rights do I have and how can I use them?

Who is the Company?

Any reference to “we”, “us”, “our” and “the Company” is to Calling the Shots Films Limited. We’re known as the “data controller”. You can contact us at privacy@callingtheshots.co.uk for more information about how we process your data, including how to exercise your rights as a data subject. The Company or relevant associated company of the Company identified in your contract of engagement will be the data controller of your personal data. In addition, where processing of personal data is undertaken by other partner companies of the Company for their own independent purposes, these associated companies may also be controllers of your personal data.

How does the Company collect data?

The Company collects and records your personal information from a variety of sources, but mainly directly from you. You will usually provide this information directly to your Company or production/project team contact through you applying for assignments, or during our contracting, onboarding and payment processes or emails and CV’s which you send to the Company in the course of your engagement on a production or project or an unsolicited CV for potential future engagements.

Following your engagement with the Company you may also elect to send us updated versions of your CV from time to time (“**Updated CV’s**”).

We may also obtain some information from third parties, for example, tax authorities, benefit providers or where we employ a third party to carry out a background check (where permitted by applicable law) or if securing references as part of the process for offering assignments.

Apart from personal information about you, you may also provide the Company with personal information of third parties, i.e., for purposes of administration and management including to contact your next-of-kin in an emergency. Before you provide any such third-party personal information to the Company you must first inform these third parties of any data you intend to provide to the Company and of the processing to be carried out by the Company, as detailed in this Freelance Privacy Notice.

What information are we processing and why?

Personal information means any information describing or relating to an identifiable individual, such as name, address, age, contact details, health etc. Additional information that we process on Freelancers includes:

Personal Information

We will collect some or all of the various types of personal information about you for the purposes described in this Freelancer Privacy Notice including:

- *Freelancer related data:* your title, forename, middle name(s) and surname, birth name, preferred name, any additional names, gender, nationality, second nationality, civil/marital status, date of birth, age, home contact details (e.g. address, telephone number, e-mail), national insurance, social security or any other national identification number, immigration and eligibility to work data, languages spoken; next-of-kin/dependent contact information;
- *Data related to your engagement with the Company:* work contact details (e.g. address, telephone number, e-mail), work location, default hours, default language, time zone and currency for location, worker number and various system IDs, work biography, reporting line, worker type, hire/contract start and end dates, cost centre, role title and role description, working hours and patterns, termination/contract end date; your last day of work, references, status (active/inactive/terminated); the reason for any change in role and date of change; benefit coverage start date;
- *Recruitment and talent pooling data:* qualifications, references, CV and application, interview and assessment data, vetting and verification information;
- *Regulatory data:* records of your registration with any applicable regulatory authority, your regulated status and any regulatory references;
- *Payment and benefits data:* including contract pay as applicable, allowances, auto-enrolment pension schemes, bank account details, job level, social security number, tax information, expenses, participation in benefits provided by third-parties;
- *Leave information:* absence records (including dates and categories of leave/time-off), holiday dates;
- *Data relating to Company, Production or Project processes:* health and safety audits, risk assessments, incident reports, data relating to training or training received, call sheets, contacts lists, organising travel and hotel bookings, insurance cover
- *Monitoring data (to the extent permitted by applicable laws):* Closed Circuit television footage, system and building login and access records, keystroke, download and print records, data caught by IT security programmes and filters;
- *Freelancer claims, complaints and disclosures data* – freelancer involvement in incident reporting and disclosures, investigation of complaints by or regarding freelancers and;

- *Equality and diversity data* – where permitted by law and provided voluntarily, data regarding ethnicity, gender, age, race, nationality, religious belief, community background and sexual orientation

Certain additional information may be collected where this is necessary and permitted by local applicable laws.

In relation to the processing of any pension data, if applicable please note that the Trustees of the relevant pension scheme will send you a separate privacy notice to cover this.

Special categories of Personal Information

To the extent permitted by applicable laws the Company may also collect and process a limited amount of personal information falling into special categories, sometimes called “sensitive personal data”.

This includes information relating to such matters as racial or ethnic origin, religious beliefs, physical or mental health (including details of adjustments or requirements), certain maternity/adoption information, sex and/or gender, criminal records and information regarding criminal offences or proceedings.

Purposes for Processing Personal Data

In general, the processing of your personal information is necessary to perform the contract of engagement between you and the Company and for compliance with legal obligations which the Company is subject to. The processing is also necessary for the purpose of the legitimate interests pursued by the Company, except where such interests are overridden by your interests or fundamental rights and freedoms.

This processing also enables us to: provide you with various benefits (statutory holiday, auto-enrolment assessment and deductions and, if applicable to your role, statutory sick pay); to manage and administrate your engagement; and to consider you for future engagements within the Company.

We may undertake certain other processing of personal information which are subject to additional Privacy Notices and we shall bring these to your attention where they arise.

Personal Information relating to **criminal convictions and offences** will only be processed where authorised by applicable laws, for example:

- a criminal record check may be carried out on recruitment or transfer where authorised by applicable laws; or
- an allegation of a criminal offence or conviction arising during your relationship with the Company may be processed where required or authorised. For example where we have a legal or regulatory requirement to report an offence, or applicable laws authorise the Company to

process information about the offence for the purpose of making decisions regarding your relationship with the Company.

Who has access to my data?

Your personal information can be accessed by or may be disclosed within the Company on a need-to-know basis to:

- Production, talent or project teams and hiring managers relating to your current engagement or potential future engagements;
- Human Resources team members;
- Those responsible for managing or making decisions in connection with your relationship with the Company or involved in a process concerning your relationship with the Company;
- System administrators and system maintenance – by teams in the Company such as Finance, Technology, Reporting teams.
- Insurance/health and safety/legal and business affairs/for scheduling purposes

Certain basic personal information, such as your name, location, job title, contact information and any published skills and experience profile may also be accessible to other colleagues via the Company's intranet.

Your personal information will only be shared where necessary with third parties, e.g. providers of payroll, auto-enrolment pension, onboarding/offboarding and training services and other third parties such as the Company's insurers bankers, IT administrators, lawyers, auditors, investors, consultants and other professional advisors. Where these third parties act as a "data processor", they carry out their tasks on our behalf and upon our instructions for the above-mentioned purposes. In this case your personal information will only be disclosed to these parties to the extent necessary to provide the required services.

Personal information may also be shared with certain interconnecting systems (such as payroll, pension and benefits systems). Data contained in such systems may be accessible by providers of those systems, their associated companies and sub-contractors. In addition, we may share personal information with national authorities in order to comply with a legal obligation to which we are subject.

Where is my data transferred?

Your personal information is mainly processed within the European Economic Area (EEA), however from time to time your personal information (including special categories of personal information) may be transferred elsewhere in the world for the purposes described in this Freelancer Privacy Notice. This may also include transfer of your personal data for the purposes of any international assignments or in connection with sales and marketing of the project. The Company will ensure that appropriate or suitable safeguards are in place to protect your personal information and that its transfer is in compliance with applicable data protection laws.

Where required by applicable data protection laws, the Company will ensure that service providers sign standard contractual clauses as approved by the European Commission or other supervisory authority with jurisdiction over the relevant Company exporter. You can request a copy of any standard contractual clauses in place which relate to transfers of your Personal Information by contacting privacy@callingtheshots.co.uk

How long does the Company keep my data?

We retain your personal information only so long as it is required for purposes for which it was collected, whilst keeping it as up-to-date as possible and making sure that irrelevant or excessive data is deleted or made anonymous as soon as reasonably practicable.

Each Updated CV which you send us will be retained by us for 4 years and can be accessed by our Production or Project Teams, in considering you for future engagements within the Company. You have a right to ask your CV to be deleted from our records, and can do so by contacting privacy@callingtheshots.co.uk

We will endeavour always to refer to the most up to date version of your CV when considering you for future engagements.

We may keep some specific types of data, (for example tax records, pensions data) for different periods of time, as required by applicable law.

What rights do I have and how can I use them?

In law you are the 'Data Subject' and you have several rights that you can exercise over your data such as the right to access, correct and request to delete your personal information. From 25th May 2018 you had some additional rights e.g. data portability, restricting the processing or objecting to it if was done under legitimate interests.

You also have the right to lodge a complaint with a supervisory authority, in particular in your country of residence (e.g. the Information Commissioner's Office in the UK), if you consider that the processing of your personal information infringes applicable law.

Who is the Company? More information ...

Calling the Shots Films Limited is registered in England (Company Number: 04015537) and its registered office is; 26 Berkeley Square, Bristol BS8 1HP.

Any queries relating to the General Data Protection Regulation (GDPR) should be directed to privacy@callingtheshots.co.uk

Calling the Shots Films Limited is registered with Information Commissioner's Office (ICO) as data controller (registration number: ZB024771). For more information please visit the ICO's website www.ico.org.uk