

Artists & Contributors Portal 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 do we collect and use your personal data?

The BBC has introduced the Artists & Contributors Portal to allow artists and contributors and their agents or other representatives to access their remittances, royalties and residuals statements online.

As part of the Artists & Contributors Portal, the BBC will collect and process the following personal data about you:

- Your name;
- Your email address;
- Your address;
- Sales data, such as your share of the royalty, the royalty rate;
- User activity data, such as who accesses the portal and when the access happens;
- The password you create to access the portal;
- Your National Insurance number (partial);
- Your Pension number; and
- Your Bank details (partial)

Your personal data will be used by the BBC for the purpose of: providing you with access to the Artists & Contributor's Portal, including to enable the BBC and BBC Studios to:

- fulfil the contract and maintain relationship between artists and contributors and the BBC and BBC Studios, including delivering remittance, royalties and residuals statements online; and
- to safeguard the BBC's system, such as carrying out an audit of our web portal access if you're a user of our Artists & Contributors Portal.

For more information in relation to how the BBC or BBC Studios processes your personal data when you are engaged as a contributor, please see the [Privacy Notice for Contributors](#).

Who is the Data Controller?

If you are engaged by the BBC, the BBC is the “data controller” of your personal data. If you are engaged by BBC Studios, BBC Studios is the “data controller”.

This means that the BBC or BBC Studio decides what your personal data is used for, and the ways in which it is processed. Your personal data will be collected and processed solely for the purposes set out in this privacy notice. As the data controller, the BBC or

BBC Studios has the responsibility to comply, and to demonstrate compliance with, data protection law.

Lawful basis for processing your personal data

The legal basis on which the BBC or BBC Studios processes your personal data is the performance of the BBC or BBC Studios' contract with artists and contributors. This includes issuing remittance, royalty and residual statements, rights management, and contacting the artist/agent about engagements and other purposes for the exploitation of contributions.

How long will we keep your personal data?

The documents (such as your remittances and statements) on the Artist & Contributors Portal will be stored for seven (7) years from the date they are uploaded to the portal, after which they will be automatically deleted.

For information in relation to the retention period that applies to the personal data the BBC or BBC Studios processes when you are engaged as a contributor, please see the [Privacy Notice for Contributors](#).

Do we share your personal data?

We work with 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 BBC Studios and not independently.

If in your contract with the BBC or BBC Studios, a third party acting as your agent has been identified as your 'Payee', the third party will be provided with access to the Artists & Contributors Portal to allow them to receive the documents on your behalf.

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

What are your rights?

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

You can **request a copy** of the personal data the BBC or BBC Studios stores about you.

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.

If you have any questions about this, including any requests to exercise your legal rights, please contact the relevant Data Protection Officer using the details below.

If you are engaged by the BBC:

- by email: DataProtection.Officer@bbc.co.uk
- by post: BBC DPO, BC2 C6, 201 Wood Lane, London W12 7TP

If you are engaged by BBC Studios:

- by email: dataprotection@bbc.com
- by post: BBC Studios, 4B, 101 Wood Lane, London, W12 7FA

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) <https://ico.org.uk/>.

Updating this privacy notice

We will revise the privacy notice if there are significant changes to how we use your personal data. The date of the most recent revisions will appear in the footer of this document.