

Privacy Notice for the BBC International Freelancer Booking Process

Your trust is very important to us. 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 your personal data as part of our international freelancer booking process, in accordance with data protection law.

Upon completing the Freelancer Contract Terms and Conditions, we will process your personal data in accordance with the [BBC People Privacy Notice](#). Where there is inconsistency between that document and this notice, this notice shall prevail.

BBC International Freelancer Booking Process

International freelancers can be engaged across the BBC, including by any of our subsidiaries and representative offices. Unless otherwise stated, references to 'the BBC' include its subsidiaries and representative offices.

The booking process is in two stages. The initial step is an information gathering exercise. The production bookers will collect information about your engagement, including your relationship with the BBC, right to work status and insurance status. We will use this information to complete an assessment for compliance purposes and to ensure we are engaging you on the correct terms.

Once the assessment has been completed and we have determined that you will be engaged as a freelancer, we will issue you with the Freelancer Booking Form and the Freelancer Contract Terms and Conditions.

What will BBC collect and how will we use it?

The production bookers will collect your personal data as part of the booking process and share your personal data with the International Extended Workforce Team for the purposes of completing a compliance assessment and ensuring we are engaging you on the correct terms.

The BBC will collect and process the following personal data about you when you provide the bookers with your information:

- Full name and title
- Your role
- An outline of the work you will complete and key tasks, activities and deliverables
- Your work pattern
- Travel locations (where applicable)
- Your job qualifications
- Your skills
- Information about your competency, ability and suitability for the booking
- Information you include on your work website and/or LinkedIn profile
- Your country of residence
- Your right to work status

- Name and details of your company (where applicable)
- Details of any membership and/or insurance schemes

The BBC will additionally collect and process the following personal data about you when we issue the Freelancer Booking Form and the Freelancer Contract Terms and Conditions:

- Your full name and the name of your company (where applicable)
- Your email address
- The booking dates
- Your rate and payment details

Who is the Data Controller?

Depending on who your engagement is with, either the BBC or its relevant subsidiary will be the “data controller” of your personal data. This means that either the BBC or the relevant subsidiary decides what your personal data is used for, and the ways in which it is processed. Where you are engaged by a representative office, the BBC will be the data controller of your personal data as the parent company. 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

For residents in Argentina, Australia, Brazil, China, Cote d'Ivoire, EU Member States (excluding Italy), Georgia, Ghana, Hong Kong, Japan, Kenya, Mexico, Moldova, Nigeria, Rwanda, Serbia, Somalia, South Africa, South Korea, Sri Lanka, Switzerland, Taiwan, Thailand, Turkey, Uganda, Uruguay and US States:

The lawful basis on which the BBC processes your personal data provided as part of the BBC’s international freelancer booking process is that it’s necessary **to enter into a contract** with you for the provision of services. The BBC completes an assessment for compliance purposes and to ensure the freelancers are being engaged on the correct terms, contacts freelancers in relation to their bookings and information requests, and to issue contracts to freelancers with appropriate terms and conditions.

We will also process your data where we have a **legal obligation** to do so to comply with our tax obligations and any other applicable corporate obligations.

For residents in Afghanistan, Azerbaijan, Bangladesh, Cameroon, Canada, Colombia, DRC, Egypt, Ethiopia, Gaza/Ramallah, India, Indonesia, Iraq, Israel, Italy, Jordan, Kyrgyzstan Lebanon, Myanmar, Nepal, Pakistan, Russian Federation, Singapore, Tajikistan, Tanzania, Tunisia, Ukraine, Uzbekistan and Zimbabwe:

The lawful basis on which the BBC processes your personal data provided as part of the BBC’s international freelancer booking process is your **consent**.

We will also process your data where we have a **legal obligation** to do so to comply with our tax obligations and any other applicable legal obligations, such as checking your right to work in your country of residence.

For residents in all other countries not listed within this Privacy Notice:

The BBC will process your personal data provided as part of the BBC's international freelancer booking process in accordance with the relevant lawful basis. Your personal data will be processed for the following purposes:

- Where it's necessary **to enter into a contract** with you for the provision of services;
- Where we have a **legal obligation** to do so to comply with our tax obligations and any other applicable legal obligations, such as checking your right to work in your country of residence or corporate obligations; and
- With your **consent**.

Sharing your personal data

The BBC works 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 not independently of the BBC. Our processors can only access personal data to the extent required to provide the BBC with services under a contract.

We currently use software and services provided by Microsoft and BMC to manage our international freelancer booking process.

We will not share your personal data with any other third-parties unless required or permitted by the law.

Your personal data will not be transferred outside of the UK and EEA, except where the engaging BBC entity is itself located outside the UK and EEA.

If you reside in a country outside the UK and EEA, then your personal data will be transferred from the country you are in, into the UK.

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

For residents in Afghanistan, Azerbaijan, Bangladesh, Cameroon, Canada, DRC, Egypt, Ethiopia, India, Indonesia, Iraq, Jordan, Kyrgyzstan Lebanon, Myanmar, Nepal, Pakistan, Russian Federation, Tajikistan, Tanzania, Tunisia, Ukraine, Uruguay, Uzbekistan and Zimbabwe and all other countries not listed in this Privacy Notice:

Your personal data will be transferred outside of your country of residence to the UK and EEA with your **consent**. Further information is available in the Form of Freelancer Consent to Personal Data Processing and BBC People Privacy Notice.

Retaining your personal data

The BBC retains your personal data for the following retention periods:

- our correspondence with you will be retained for 3 years

- the compliance assessment will be retained for 6 years from the end of the booking
- the Freelancer Booking Form and Freelancer Contract Terms and Conditions will be retained for 6 years from the end of the booking

Please see the BBC People Privacy Notice for additional information on what information we collect from you and how long we store it for as part of your engagement with us as a freelancer.

Automated processing

The BBC will not use automated processing and decision making in its international freelancer booking processes without manual intervention.

Your rights and more information

If you are based in the UK or the EU, under certain circumstances, by law you have the right to:

- **request** a copy of the personal data BBC stores about you
- have the data **rectified**, if your personal data is inaccurate
- 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.
- ask that we **transfer** the personal data to you or to another organisation, in certain circumstances.

Your rights may differ if you are based outside the UK or the EEA. We will respond to your request in a manner consistent with our obligations in the relevant country or territory.

You can contact our Data Protection Officer via email at dataprotection.officer@bbc.co.uk if you have questions or wish to find out more details about your rights.

You have the right to make a complaint at any time to a competent supervisory authority, in particular the Information Commissioner's Office (**ICO**), the UK supervisory authority for data protection issues by contacting the [Information Commissioner](#), the [supervisory authority in the EU Member State](#) or any [other supervisory authority](#) of your habitual residence, place of work or place of alleged infringement, as applicable.

Right to withdraw your consent

Where you may have provided your consent to the collection, processing and transfer of your personal data for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact us at internationalfreelanceassessment@bbc.co.uk.

Once we have received notification that you have withdrawn your consent, we will no longer process your personal data for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

Freelancers in the US

You may have the benefit of an additional right to opt out of the transfer of personal data to third parties for valuable consideration or cross-contextual behavioural advertising purposes. The BBC does not sell or share your personal data other than as described in Sharing your personal data in this Privacy Notice and BBC People Privacy Notice. To request access or to correct or delete your personal data you may additionally contact us via email at internationalfreelanceassessment@bbc.co.uk.

Updating this privacy notice above

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