

Privacy Notice

BBC Media Action 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?

BBC Media Action conducts due diligence on all of its suppliers and partners, to ensure the integrity of our operations, compliance with the law and the requirements of our donors. This includes checking that individuals and organisations that we partner with or obtain services from, are not connected with terrorism or otherwise subject to sanctions, asset freezes, debarments, exclusions or other legal restrictions.

What personal data will BBC Media Action collect and how will we use it?

BBC Media Action will collect personal data of key staff of supplier and partner organisations, during the procurement or selection process. We will use this data to check that individuals do not appear on publicly held lists of international sanctions targets and other watch lists, maintained by the UK government and other national governments and multilateral organisations, as prescribed by our donors.

Personal data:

BBC Media Action will collect and process the following **personal data**:

- Name
- Address
- Date of birth

Who is the Data Controller?

BBC Media Action is the “data controller” of your personal data. This means that the BBC Media Action 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, BBC Media Action 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 BBC Media Action processes the personal data is legitimate interests, in order to prevent fraud and to fulfil the terms funding agreements with our donors.

Sharing your personal data

BBC Media Action works with our approved third-party providers who provide our sanctions checking software. This partner only use your personal data on behalf of BBC Media Action and not independently of BBC Media Action.

Retaining your personal data

Your personal data will be stored in the EEA in order to satisfy our donors' audit requirements. In most cases it will be retained for seven years, though in some cases it can be up to 10 years. The data will be destroyed after this time.

Your rights and more information

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

- You can **request a copy** of the personal data BBC Media Action 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 BBC Media Action 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 visit the BBC's Privacy and Cookies Policy at **<http://www.bbc.co.uk/privacy>**.

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.