



## **M R Production World Tour Ltd Staff Privacy Notice**

### **Introduction**

It is important that you read and understand this notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information. If there is anything in this notice that you do not understand in the first instance, please email Tess Ellison, General Manager for *Moulin Rouge! The Musical* World Tour, [tess@ngm.global](mailto:tess@ngm.global).

This notice does not form part of your contract of employment or, if you are a contractor, any other contract to provide services. We may update this notice at any time.

### **1 How your information will be used**

- 1.1 M R Production World Tour Ltd ("MRWT") and its associated companies (including Global Creatures and Nick Grace Management Limited) receive your personal data in connection with your employment or engagement. The information we hold and process will be used for our management and administrative use only and will always be processed securely in accordance with our Data Protection Policy\* and our Data Retention Policy\*.

We will keep and use it to enable us to run our business and manage our relationship with you effectively, lawfully and appropriately (i) during the recruitment process, (ii) whilst you are working for us, (iii) at the time when your employment or engagement ends and (iv) after you have left. This includes using information to enable us to comply with your employment contract or contract for services, to comply with any legal requirements, to pursue our legitimate interests and to protect our legal position in the event of legal proceedings. If you do not provide this data, we may be unable in some circumstances to comply with our obligations and we will tell you about the implications of that decision.

- 1.2 As a company involved in the production of musical theatre, we may sometimes need to process your data to pursue our legitimate business interests, for example for administrative and business planning purposes, to ensure team members can keep in touch with one another, to enable you to travel for work and to credit your involvement in a show. We will never process your data where these interests are overridden by your own legitimate interests.
- 1.3 Much of the information we hold will have been provided by you, but some may come from other internal sources, such as your head of department, or in some cases, external sources, such as referees and agents.
- 1.4 The sort of information we hold includes (but is not limited to):

- your application form, CV, covering letter, photograph, interview or audition notes and references;
- your contract of employment, or contract for services, and any amendments to it;
- a copy of, or details from, your passport, driving licence or other identity documentation (including photographs) which may be required either to prove your right to work here or to make travel and/or overseas working arrangements for you;
- biographical details such as date of birth, gender, marital status, dependents;
- correspondence with or about you, e.g. letters to you about a pay rise or, at your request, a letter to your mortgage company confirming your salary;
- information needed for payroll (e.g. fees, bank details, National Insurance number, tax status), benefits (e.g. pension, health insurance, travel insurance) and expenses purposes;
- contact, next-of-kin and emergency contact details;
- records of holiday, sickness and other absence;
- records relating to your career history, such as education, experience and qualifications, professional memberships, training records and requirements, appraisals, performance reviews and other performance measures, decisions about promotion, salary reviews, disciplinary, grievance and investigation records and decisions about your continued employment or engagement;
- records of, and correspondence concerning, any injuries sustained at work and consequent insurance or legal claims;
- paperwork dealing with disputes involving you, or other employees, workers and contractors; and
- information needed for equal opportunities monitoring purposes.

- 1.5 You will, inevitably, be referred to in many company documents and records that are produced by you and your colleagues in the course of carrying out your duties and our business.
- 1.6 Where necessary, we may keep information relating to your physical and mental health and corresponding fitness to work, which could include reasons for absence, GP or physiotherapy reports and notes, and details concerning your pregnancy. This kind of information is classed as one of the “special category personal data” (previously known as “sensitive personal data”). This information will be used in order to comply with our health and safety and occupational health obligations, i.e. to consider how your health affects your ability to do your job and whether any adjustments to your job might be appropriate. We will also need this data to administer and manage sick leave, statutory and company sick pay, maternity pay and health insurance.
- 1.7 In the unlikely event that we would need to process other special categories of information relating to your racial or ethnic origin, political opinions, religious and philosophical beliefs, trade union membership, genetic and biometric data or sexual orientation, we will always obtain your explicit consent to those activities unless this is not required by law or the information is required to protect your health in an emergency.

- 1.8 We will only collect data about criminal convictions if it is appropriate given the nature of the role and where it is lawful for us to do so. Depending on the role, we might collect information about criminal convictions as part of the recruitment process or we may be notified of such information directly by you in the course of you working for us. We will normally only use information about criminal convictions and offences to assess your suitability to be employed or continue in your role.
- 1.9 In summary, we will primarily process the personal data listed above for the purposes of performing our contract with you and to enable us to comply with our legal obligations – these are the lawful bases for processing upon which we will most normally rely. We will only use your personal data for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason compatible with the original purposes as detailed above.
- 1.10 Please note that we may process your personal data without your knowledge or consent where this is required or permitted by law.
- 1.11 In addition, we reserve the right to monitor computer and mobile telephone use, where we provide computing equipment, an email account or mobile phone or other digital services to you, as detailed in our Information Technology Policy\*.
- 1.12 We may also keep records of your hours of work (for the purposes of the Working Time Directive) and you will know if this applies to you as you will have been asked to complete a regular timesheet.
- 1.13 Other than as mentioned below, we will only disclose information about you to third parties if we are legally obliged to do so (e.g. to prevent fraud) or where we need to comply with our contractual duties to you, for instance we may need to pass on certain information to our external payroll provider, pension or health insurance schemes. We require third parties to respect the security of your data and to treat it in accordance with the law. We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.
- 1.14 We may transfer information about you to MRWT's associated companies (including Global Creatures and Nick Grace Management Limited) for purposes connected with your employment or engagement, or for the management of the company's business.
- 1.15 Where possible, no data will be transferred outside of the EU. However, there are circumstances in the course of our normal business activities in which we may transfer some staff personal data, which could include yours, outside the EU in order to perform our contract with you, for example for marketing/promotion purposes, to facilitate travel, accommodation and work relating to overseas productions. In order that your personal data receives an adequate level of protection we will put in place appropriate contractual measures to ensure that your personal data is treated by those third parties in a way that is consistent with and which respects EU and UK laws on data protection.
- 1.16 We never use automated decision-making about our staff.
- 1.17 The criteria used for determining how long your data will be stored for is set out in our Data Retention Policy (see 1.1 above). As a rule, we retain most staff data for a period of 6 years from the date they stop working for us.
- 1.18 If in the future we intend to process your personal data for a purpose other than that which it was collected, we will provide you with information on that purpose and any other relevant information.

## **2 Your rights**

- 2.1 Under the General Data Protection Regulation (“**GDPR**”), you have a number of rights with regard to your personal data. You have the right to request access to and rectification or erasure of your personal data, as well as the right to restrict processing, object to processing and, in certain circumstances, the right to data portability.
- 2.2 In the limited circumstances 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 but this will not affect the lawfulness of the processing before your consent was withdrawn.
- 2.3 To exercise any of these rights, please contact [dataprotection@ngm.global](mailto:dataprotection@ngm.global)
- 2.4 You have the right to lodge a complaint to the Information Commissioner’s Office if you believe that we have not complied with the requirements of the GDPR with regard to your personal data.

### **3 Identity and contact details of controller**

- 3.1 MRWT is the controller and processor of data for the purposes of the GDPR.
- 3.2 If you have any concerns as to how your data is processed you can contact: Tess Ellison at [dataprotection@ngm.global](mailto:dataprotection@ngm.global) or you can write to them at NGM, The Poppy Factory, 20 Petersham Road, Richmond, Surrey, TW10 6UR.

This privacy notice is reviewed annually. We will provide you with a new privacy notice when we make any substantial updates.

**December 2024**

\* Available from the Company Management office.