

## TIMELINE TELEVISION LIMITED

### PRIVACY NOTICE

Welcome to Timeline's Privacy Notice.

Timeline respects your privacy and is committed to protecting your personal data. This Privacy Notice informs you about how we use and look after your Personal Data, including any data you may provide through this website, or when you request information about other services from Timeline or otherwise communicate with us, when we provide our services to you, when information and personal data is provided to us relating to our business. This Notice also informs you about your privacy rights and how the law protects you.

Employees, workers and contractors of Timeline should refer to the 'Timeline Television's Privacy Notice Employees, Workers and Contractors' which contains specific privacy information for them. Prospective employees of Timeline will be supplied further information about how their CV and similar information will be used, upon request to [privacy@timeline.tv](mailto:privacy@timeline.tv)

Please read this Privacy Notice carefully

#### 1. Definitions and Interpretation

In this notice, the following terms shall have the following meanings:

**"Data Protection Laws":** means the General Data Protection Regulation ((EU) 2016/679) (GDPR) and any national implementing laws, regulations and secondary legislation, for so long as the GDPR is effective in the UK, and any successor legislation to the GDPR, in particular the Data Protection Bill 2017-2019, once it becomes law; and the terms **'controller'**, **'processor'**, **'process(es)'**, **'data subject'**, **'personal data'** and **'personal data breach'** shall have the meanings respectively given in the Data Protection Laws.

**"Personal Data"** means any and all personal data about you that we hold and/or use; and

**"we/us/our"** means Timeline Television Limited.

#### 2. Information About Us

Timeline Television Limited or another member of the Timeline Television group is the controller and responsible for your personal data (collectively referred to as "Timeline", "we", "us" or "our" in this Privacy Notice).

The Timeline Television group is made up of different legal entities, including our holding companies and ultimate holding company, subsidiaries and affiliates. This Privacy Notice is issued on behalf of the Timeline Television group so when we mention "Timeline", "we", "us" or "our" in this Privacy Notice, we are referring to the relevant company within the Timeline Television group responsible for processing your data. Timeline Television Limited is the controller and responsible for this website.

Our Data Protection Manager is responsible for overseeing questions in relation to this Privacy Notice. If you have any questions about this Privacy Notice, including any requests to exercise your legal rights (including any opt-out mentioned in this Privacy Notice), please contact the Data Protection Manager using the details set out below.

Our full details are:

- Name of legal entity: Timeline Television Limited (No. 601 92 92) registered in England and Wales
- Email address of Data Protection Manager: [privacy@timeline.tv](mailto:privacy@timeline.tv)
- Postal address: Ealing Studios, Ealing Green, London, W5 5EP
- Telephone number of Data Protection Manager: +44 (0) 3450 944 450

### 3. Your Rights

As a data subject, you have the following rights under the GDPR:

- The right to be informed about our collection and use of personal data;
- The right of access to the Personal Data we hold about you (see section 8);
- The right to rectification if any Personal Data we hold about you is inaccurate or incomplete (please contact us using the details in section 2);
- The right to be forgotten – i.e. the right to ask us to delete any Personal Data we hold about you (we only hold your Personal Data for a limited time, as explained in section 6 but if you would like us to delete it sooner, please contact us using the details in section 2);
- The right to restrict (i.e. prevent) the processing of your personal data;
- The right to data portability (obtaining a copy of your Personal Data to re-use with another service or organisation);
- The right to object to us using your Personal Data for particular purposes; and
- Rights with respect to automated decision making and profiling.

Your ability to exercise these rights will depend on a number of factors and in some instances, we will not be able to comply with your request (for example because we have legitimate grounds for not doing so or where the right does not apply to the particular data we hold on you).

You should note that if you exercise certain of these rights we may be unable to continue to provide some or all of our services to you (for example where the personal data is required by us to comply with a statutory requirement, or is necessary in order for us to perform our obligations to you).

If you have any cause for complaint about our use of your Personal Data, please contact us using the details provided in section 2 and we will do our best to solve the problem for you. If we are unable to help, you also have the right to lodge a complaint with the UK's supervisory authority, the Information Commissioner's Office.

For further information about your rights, please contact the Information Commissioner's Office ([www.ico.org.uk](http://www.ico.org.uk)).

### 4. What Data Do We Obtain?

We may obtain information **from you directly** (for example when you enquire about our services or use our website). This will include the following:

- name;
- date of birth;
- gender;
- business/company name;
- job title;

- profession;
- contact information such as email addresses and telephone numbers;
- demographic information such as postcode
- tax number
- IP address;
- web browser type and version;
- operating system; and
- a list of URLs starting with a referring site, your activity on our website, and the site you exit to.

We will also hold information we collect about you **from other sources**. This could include:

- your interactions with us, for example by email, telephone, through our website or other channels;
- information from credit reference agencies and fraud prevention agencies.

We also collect personal data automatically when you use the website and when you navigate through the website. Data collected automatically may include usage details, geo-location data, IP addresses and other data collected through cookies and other tracking technologies. For more information on our use of these technologies, see our Cookie Notice and section 14.

## 5. **How Do We Use Your Data?**

All Personal Data is processed and stored securely, for no longer than is necessary in light of the reason(s) for which it was first collected. We will comply with our obligations and safeguard your rights under the GDPR at all times. For more details on security see section 6, below.

Our use of your Personal Data will always have a lawful basis, either because it is necessary for our performance of a contract with you, because you have consented to our use of your Personal Data (e.g. by subscribing to emails (which you will always be able to opt out of)), or because it is in our legitimate interests. Specifically, we may use your data for the following purposes. (The lawful basis (or bases) on which we use the data for these purposes is set out in brackets):

- Supplying our services to or otherwise doing business with you (please note that we require your Personal Data in order to enter into a contract with you) (- In our legitimate interests or because necessary to perform a contract);
- Performing our obligations under a contract with you,
- Managing our relationship with you (- Performance of a contract);
- Operating and administering our business (- Legitimate interests);
- Recruitment (- Legitimate interests)
- Fraud prevention, payment recovery, legal and regulatory compliance (- Legitimate interests, compliance with a legal obligation)
- Replying to emails from you (- Legitimate interests/performance of a contract);
- [Supplying you with emails that you have opted into (you may unsubscribe or opt-out at any time by clicking the Unsubscribe link at the bottom of the email) (- Consent).]

## 6. How and Where Do We Store Your Data?

We only keep your Personal Data for as long as necessary to meet legal, regulatory and business requirements. You have certain rights to have your Personal Data erased or corrected (see section 3). Please inform us if you believe we hold inaccurate Personal Data about you.

Data security is very important to us, and to protect your data we have taken suitable measures to safeguard and secure data we hold. Unfortunately, the transmission of information and data via the internet is not completely secure. Although we will do our best to protect personal data relating to you, we cannot guarantee the security of such data transmitted to the Website; any transmission is at your own risk. Once we have received personal data relating to you, we use strict procedures and security features to try to prevent unauthorised access.

The security of personal data regarding you is a high priority. We take such steps as are reasonable to securely store personal data regarding you so that it is protected from unauthorised use or access, misuse, loss, modification or unauthorised disclosure. This includes both physical and electronic security measures. Examples include the use of passwords, locked storage cabinets and secured storage rooms. Other features include:

- storing information on secured networks consistent with industry standards, which are only accessible by those employees who have special access rights to such systems;
- using industry-standard encryption technologies when transferring or receiving personal data, such as SSL technology;
- restrictions are placed on the electronic transfer of files; and
- our IT networks undergo necessary vulnerability testing to continually identify and remediate potential opportunities for unauthorised data access.

We take steps to destroy or de-identify personal data when the information is no longer required for any purpose for which it may be used or disclosed by us and we are no longer required by law to retain the information.

## 7. Do We Share Your Data?

We may sometimes contract with **third parties** to supply services to you on our behalf. These may include IT services. In some cases, the third parties may require access to some or all of your data. Where any of your data is required for such a purpose, we will take all reasonable steps to ensure that your data will be handled safely, securely, and in accordance with your rights, our obligations, and the obligations of the third party under the law.

We may sometimes transfer your data **from within the European Economic Area (EEA) to outside of the EEA**, where the GDPR does not apply. In particular, we may transfer your Personal Data to countries where we provide our services for our customers. These may be outside the EEA. We may also sometimes transfer Personal Data to third parties (such as analytics providers and cloud storage companies) who process data outside the EEA.

Where we transfer personal data outside the EEA we take all reasonable steps to ensure that your data will be treated as safely and securely as it would be within the UK and under Data Protection Laws. We will always take steps to ensure that any international transfer of information is managed carefully and in accordance with Data Protection Laws to protect your rights and interests. These measures include:

- transfers of your personal data to countries which are recognised as providing an adequate level of legal protection for personal data;
- we have obtained the consent of data subjects to the international transfer of their personal data;
- transfers to organisations where we are satisfied about their data privacy and security standards and protected by contractual commitments such as signing the EU Standard Contractual Clauses and, where available, further assurances such as certification schemes; and

- if transferred to the United States of America, the transfer will be to organisations that are part of the Privacy Shield.

You have the right to ask us for more information about our safeguards. Please contact the Data Protection Manager (contact details in section 2)

We may compile statistics about the use of our website including data on traffic, usage patterns, user numbers, sales, and other information. All such data will be anonymised and will not include any personally identifying data, or any anonymised data that can be combined with other data and used to identify you.

In certain circumstances, we may be legally required to share certain data held by us, which may include your Personal Data, for example, where we are involved in legal proceedings, where we are complying with legal requirements, a court order, or governmental authority.

## 8. **External Links**

Although the website only looks to include safe and relevant external links, users should always adopt a policy of caution before clicking any external web links mentioned throughout the website.

The website may from time to time, contain links to and from the websites of our partner networks. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

## 9. **Social Media Platforms**

Communication, engagement and actions taken through external social media platforms are subject to the terms and conditions as well as the privacy policies of those social media platforms.

This website may use social sharing buttons which help share web content directly from our web pages to the social media platform in question. Where you use such social sharing buttons you do so at your own discretion. You should note that the social media platform may track and save your request to share a web page respectively through your social media platform account. Please note these social media platforms have their own privacy policies, and we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these social media platforms.

## 10. **Marketing**

You have the right at any time to opt out of receiving marketing material from us either by using the unsubscribe facility in the marketing material or by request to [marketing@timeline.tv](mailto:marketing@timeline.tv).

## 11. **What Happens If Our Business Changes Hands?**

We may, from time to time, expand or reduce our business and this may involve the sale and/or the transfer of control of all or part of our business. Any Personal Data that you have provided will, where it is relevant to any part of our business that is being transferred, be transferred along with that part and the new owner or newly controlling party will, under the terms of this privacy notice, be permitted to use that data only for the same purposes for which it was originally collected by us.

In the event that any of your data is to be transferred in such a manner, you will be contacted in advance and informed of the changes. When contacted you will, however, be given a choice to have your data deleted or withheld from the new owner or controller.

## 12. **How Can You Control Your Data?**

In addition to your rights under the GDPR, set out in section 3, when you submit Personal Data

via our website or online, you may be given options to restrict our use of your data.

**13. How Can You Access Your Data?**

You have the right to ask for a copy of any of your Personal Data held by us (where such data is held) (see section 3). Under the GDPR, no fee is payable. Please contact us for more details at [privacy@timeline.tv](mailto:privacy@timeline.tv), or using the contact details in section 2.

**14. Our Use of Cookies and Analytics**

**Cookies**

When you visit our website, we use cookies, which are small pieces of information that allow us to maintain your connection to our website. These cookies do not collect or store any personally identifiable information. You can refuse the use of cookies.

**Google Analytics**

Our website uses Google Analytics, a web analytics service provided by Google, Inc. ("Google"). Google Analytics uses cookies (text files placed on your computer) to help the website operators analyse how users use the site. The information generated by the cookie about your use of the website (including your IP address) will be transmitted to and stored by Google on servers in the United States. Google will use this information for the purpose of evaluating your use of the website, compiling reports on website activity for website operators and providing other services relating to website activity and internet usage. Google may also transfer this information to third parties where required to do so by law, or where such third parties process the information on Google's behalf. Google will not associate your IP address with any other data held by Google. By using our website, you consent to the processing of data about you by Google in the manner and for the purposes set out above.

**How to refuse the use of cookies**

You may refuse the use of cookies by selecting the appropriate settings in your browser. However, if you do this you may lose some useful functionality.

**15. Changes to Our Privacy Notice**

We may change this privacy notice from time to time (for example, if the law changes). Any changes will be immediately posted on our website, and you will be deemed to have accepted the terms of the privacy notice on your first use of our website following the alterations. We recommend that you check this page regularly to keep up-to-date.

**Last updated:** 25 May 2018