



## Privacy Policy

### Introduction

Your privacy and our obligations to you around our collection and use of your personal information are important to Windmill Pictures Pty Ltd (ABN 44 621 278 948) and its related entities ("Windmill"). References to Windmill in this Policy includes special purpose vehicles incorporated to produce our film and television productions.

This policy explains the purposes for which Windmill collects, uses and discloses personal information, the types of personal information that Windmill may collect, who information may be collected from and the processes that Windmill has in place to enable individuals to access or update their personal information, or to lodge a complaint.

Windmill is committed to respecting your privacy and to our compliance with the Australian Privacy Principles in the Privacy Act 1998 (Cth).

### Why do we collect, use, hold and disclose personal information?

Windmill collects and uses personal information for the planning, development, production, distribution and promotion of Windmill's film/television or other productions. In particular, Windmill may collect personal information for the following purposes:

- to assess the suitability of persons applying to participate in Windmill's productions, including for on-screen roles or as crew, during development, production or marketing of our productions;
- if applicable, for inclusion in Windmill's film/television or other productions, including in the case of on-screen roles and crew, for providing on-screen and advertising credits;
- for direct marketing communications of Windmill productions;
- to help us understand more about our audiences, and serve audiences with personalised and relevant content;
- organising any competitions run in connection with Windmill productions;
- for the safety and security of Windmill's personnel and others involved in Windmill's productions. For example, protecting and ensuring workplace health and safety, including as necessary to prevent the spread of COVID-19 at Windmill's workplaces in accordance with Company's COVID-19 protocols;
- to manage all risks associated with COVID-19;
- for day-to-day administration of our business as a film or television producer, including if necessary to answer enquiries or to resolve any complaints.

### When we collect personal information

#### We collect personal information from you

- when you are involved in a project being submitted to us (Note that we will not accept any unsolicited project submissions);
- when you make contact with us and disclose your personal information;
- when you apply for a job or a role on our productions including as an actor, writer, director, producer, technician or to supply other services and facilities to our productions and in the course of carrying out these functions;
- when you apply to participate in one of our productions in any other way, such as in a studio audience, as an on-screen participant, in crowd scenes or in any viewer interaction or in any competition related to our productions;

- when you are otherwise associated with the development, finance, production and marketing of one of our productions;
- when you provide feedback about our productions or our other activities; and
- when you buy our productions and/or related material, such as merchandise, or purchase the right to view our production or a special offer related to such production.
- if and when you are involved in any on-set or workplace related medical issues;
- when you enter or are at a Windmill workplace when necessary to ensure workplace health and safety, including to prevent the spread of COVID-19 at that workplace.
- when you might otherwise reasonably expect from our conduct that we are collecting that information.

We may also collect your personal information from third parties (see following paragraph “How we collect personal information”).

You do have the right to contact us and deal with us anonymously or by using a pseudonym, however in some such situations it may be impractical for us to deal with you or provide you with the assistance you request.

## How we collect personal information

We may collect personal information in person, in writing, over the phone, by email, online through social media platforms and via our website, via video or other recordings.

On occasions we may collect information from third parties including:

- from participants in or contributors to our productions, including production partners or any co-producers;
- from casting and talent agents and managers;
- from contractors that supply services to our productions;
- from funding bodies, financiers and licensees associated with our productions;
- from advertisers and promotional partners;
- from insurance companies handling Windmill’s insurances.

## What personal information do we collect?

Personal information is information about you that identifies you or might identify you. The information that we will collect depends upon the reason we seek it. Personal information that we may collect about you includes your name, address, telephone number, email address, work or other contact details, A.B.N. and date of birth.

When you apply for a job or seek an on-screen role we may also obtain additional information such as your education, qualifications and work history, citizenship and residency, gender, appearance and physical characteristics (including photographs). We may also need to ask you to provide us with sensitive information including medical history (for example, to deal with any on-set medical issues or as part of any insurance application process for our productions) and whether you have a criminal record (for example, if required in order for an individual to work with children or for any overseas visas or work permits).

We will only collect personal information about you if that information is reasonably necessary for our functions or activities.

Also, we will only collect sensitive information about you if you consent to us collecting that information. Sensitive information includes information or opinion about: racial or ethnic origin, membership of a professional or trade association, membership of a trade union, an individual’s criminal record and health information.



If you are engaged to work on a Windmill production, please refer to the more detailed list of personal information that we will collect.

When you are entering or at a workplace, including on location, for a Windmill production, we may need you to provide us with information on:

- (a) your health and wellbeing, including by completing health screening questionnaires, or undertaking medical checks (such as temperature checks) relating to symptoms associated with COVID-19 in accordance with Company's COVID-19 protocols;
- (b) close contact with any person diagnosed with COVID-19;
- (c) travel history, to determine if you have traveled to an area where local or government advice or directions indicate that you need to quarantine.

Personal information that may be collected from cast and on-screen personnel and crew members and writers and other contributors to underlying material for a film or television production:

- contact information (email, address, telephone numbers, etc)
- date of birth
- next of kin (which may include marital status)
- resume/employment history
- qualifications
- bank details
- superannuation information
- driver's licence details and driving record
- dietary issues (if relevant for on-set catering or travel purposes)
- citizenship
- country of residence
- medical information and history, including details of health checks or testing (such as symptoms of COVID-19 or a current positive test for COVID-19) and medical information which may indicate vulnerability in respect of COVID-19
- union membership or professional trade associations or guilds (if relevant for contracting)
- passport information (if required to travel overseas or from overseas to Australia)
- information required to obtain a visa to enter an overseas country or to work in Australia, which may include sensitive information such as whether you have a criminal record
- physical characteristics and body measurements (e.g., for wardrobe requirements)
- photographs, audio recordings and audio-visual recordings
- racial and ethnic background (if relevant)

Windmill is committed to recognising and reflecting the diversity of contemporary Australia and as part of its diversity action plan collects information on diversity categories you identify with including:

- culturally and linguistically diverse
- disability
- Aboriginal and/or Torres Strait Islander
- First Nations
- LGBTQIA+
- regional
- under 35

## **The holding and storage of personal information**

We seek to keep your personal information safe and secure in a variety of different ways, whether it be in hard copy or electronic format. These include investing in technology and following strict handling and



storing procedures. We maintain appropriate organisational and technological safeguards to help protect against loss, misuse or unauthorised access, disclosure, alteration or destruction of the information we hold. We make all our staff aware of the need for protecting personal information and adherence to this Policy and the Australian Privacy Principles.

Information which is kept at our offices is protected by a security system for our premises and can only be accessed by our authorised personnel.

Data stored electronically is done so using a secure cloud-based infrastructure that can only be accessed by our authorised personnel. Our technology infrastructure may make use of cloud infrastructure or servers located outside Australia. Apart from this, we do not transfer personal information offshore.

If we transfer information offshore, we will only do so with your consent or otherwise in accordance with Australian Privacy Law. We will take reasonable steps to ensure that overseas recipients handle any personal information in compliance with Australian Privacy Law and contractual obligations to maintain the security of the data.

We employ secure destruction procedures when paper copies of your personal information are no longer required by us. We will destroy or de-identify personal information which is unsolicited and is not necessary for us to carry out our activities, provided we are not required to retain that information by law.

## Who do we disclose personal information to?

Windmill will not disclose your personal information to third parties except (i) as set out in this Policy; or (ii) for the particular purpose for which the personal information was collected; or (iii) with your consent.

We may disclose personal information to third party service providers engaged by Windmill, for example, a casting agent or an accounting or pay-roll company or other third party contractor (including its employees) engaged on a Windmill production. Our business 'partners' television networks, our investors and financiers, our insurers, our sales agents and distributors, our travel agents and other goods and service suppliers - may also be provided with your personal information where reasonably necessary for us to carry out one or more of our functions or activities.

We may provide your contact details to a third party business we engage to manage our other production or marketing services. Some information may be seen by our viewing audiences when they watch Windmill productions.

## When you work on a Windmill production:

- your name and position may also be included on the credits of the production and in associated marketing materials;
- your details may be disclosed as necessary for immigration, travel and accommodation purposes, if we arrange your travel;
- some government funding departments and agencies require aggregated details relating to a production, including, for example, job applicants (including details of state of residence) and some financial arrangements (for example, the tax rebate known as the Producer Offset) may require specific personal information about you and your engagement with Windmill, including your name, nationality, residence and contract details, including payments and other benefits;
- personal information may be provided to the Media Entertainment and Arts Alliance or other applicable union or guild organisations, including for the purpose of calculating and paying residuals to on-screen talent.
- where necessary, information in connection with COVID-19 health checks or test results (when disclosed to Windmill) or movements on workplace sites may be provided to: (i) government health authorities or workplace regulators where necessary for community or workplace health and safety, in



accordance with or as permitted by applicable law, (ii) other personnel involved with Windmill productions only to the extent necessary for the Windmill's workplace health and safety obligations, and (iii) Windmill insurers to the extent necessary to deal with risks and claims on Windmill productions.

We may also disclose collected personal information in confidence to a third party who expresses interest in purchasing our business or in the event we propose to sell our business or for the purposes of merger or re-organization.

Personal information provided to a Windmill company may be shared with other related companies within 'the Windmill group' and used and disclosed for the above purposes by such companies.

Windmill productions are intended to be marketed throughout the world and in the course of financing, licensing and distributing our productions we may need to provide personal information about you to our distributors, broadcasters and sales agents, including your contact details and contractual entitlements.

We may also need to disclose personal information if required by law, including, for example, to government agencies such as Centrelink.

## **Your right to access to personal information and to request corrections**

Should you wish to access or correct personal information that we hold about you, please make a written request to our Privacy Officer (contact details are set out at the end of this Policy).

It is your right to request access to your personal information held by us. Situations where we may need to refuse to give you access include where legal proceedings have been commenced or are anticipated. You also have the right to request corrections to personal information about you if it is inaccurate, including if it is out of date. Our Privacy Officer will endeavor to resolve any disputes regarding whether your personal information that we hold is correct.

We will seek to respond to your written request within 30 days of its receipt. Windmill may charge a fee, as appropriate, in certain circumstances in order to facilitate access to your personal information. No fee is charged to correct personal information.

## **Changes to this Policy**

Please note that Windmill may change its privacy policy from time to time and the revised policy will be posted on our website.

## **If you have a complaint**

We encourage you to contact us if you have any concerns about the use of your personal information. If you believe we have breached the Australian Privacy Principles, please contact our Privacy Officer (contact details are set out at the end of this Policy). All complaints will be considered by the Privacy Officer who will endeavor to resolve the matter with you. If the complaint is not satisfactorily resolved the complaint may be taken to the Office of the Australian Information Commissioner (telephone: 1300 363 992; website: [www.oaic.gov.au](http://www.oaic.gov.au)).

## **Privacy Officer's contact details**

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