BBC People Privacy Notice

THE KIND OF INFORMATION WE HOLD ABOUT YOU

Personal data, or personal information, means any information about an individual from which that pers
KFGPVKHKGF +V FQGU PQV KPENWFG FCVC YJGTG VJG KFGP anonymised

6JGTG CTG éURGEKCN ECVGIQTKGU QH OQTG sensitive personal data which require a higher level of protection.

that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allo us to do so unless there is another lawful basis on which we can process the data in question.

Please note that we may process your personal information without your knowledge or consent, in compliance w the above rules, where this is required or permitted by law.

HOW WE USE PARTICULARLY SENSITIVE PERSONAL INFORMATION

ê5RGEKCN ECVGIQTKGUê QH RCTVKEWNCTN[UGPUKVKXG RG have further justification for collecting, storing and using this type of personal information. We may proc categories of personal information in the following circumstances:

1. In limited circumstances, with your explicit written consent.

2. Where we need to carry out our legal obligations and in line with our Data Protection Handbook.

3. Where it is needed in the public interest, such as for equal opportunities monitoring or in relation to our

What about other third parties?

We may share your personal information with other third parties, for example in the context of the possible sale restructuring of the business. We may also need to share your personal information with a regulator or to otherwise comply with the law.

Transferring information outside the European Economic Area

We may transfer the personal information we collect about you outside the European Economic Area in order to perform our contract with you. When we transfer your personal information outside of the EEA, we will ensure that: (1) there is an adequacy decision by the European Commission in respect of those countries; or (2) other adequate safeguards are in place. This means that the countries to which we transfer your data are deemed to provide an adequate level of protection for your personal information.

In addition, to ensure that your personal information does receive an adequate level of protection we have put in place appropriate measures to ensure that your personal information is treated by those third parties in a way that consistent with and which respects the EU and UK laws on data protection. If you require further information about these protective measures, you can request it by emailing Information.Security@bbc.co.uk.

DATA SECURITY

applicable legal requirements.

In some circumstances we may anonymise your personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you. Once you are no longer an employee, work or contractor of the company we will retain and securely destroy your personal information in accordance with our Corporate Retention Policy and/or applicable laws and regulations.

RIGHTS OF ACCESS, CORRECTION, ERASURE, AND RESTRICTION

Your duty to inform us of changes

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

Your rights in connection with personal information

Under certain circumstances, by law you have the right to:

- **Request access** VQ [QWT RGTUQPCN KPHQTOCVKQP EQOOQPN[MPQY enables you to receive a copy of the personal information we hold about you and to check that we ar lawfully processing it.
- **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- **Request the transfer** of your personal information to another party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of yo personal data, or request that we transfer a copy of your personal information to another party, please contact us writing, by emailing dpa.officer@bbc.co.uk.

No fee usually required

You will not have to pay a fee to access your personal information (or to exercise any of the other rights). Howeve we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

Hysbysiadau Preifatrwydd BBC People

ar gyfer cyflogeion, gweithwyr ac unigolion hunangyflogedig

BETH YW PWRPAS Y DDOGFEN HON?

/CGçT $$% YGFK [OTY[OQ K CIOFEK dio gelwch eich gwybodaeth bersonol chi.

/CGçT J[UD[UKCF RTGKHCVTY[FF JYP [P FKUITKHKQ UWV T[F[
amdanoch chi yn ystod eich perthynas weithio â ni, ac wedi hynny, yn unol â Rheoliad Diogelu Data Cy
2016/679 (**GDPR**).

Mae gwybodaeth ychwanegol am sut rydym yn defnyddio eich gwybodaeth bersonol ac am ba hyd y b
ei chadw yn y Llawlyfr Diogelu Data ac yn ein Hamserlen Cadw Corfforaethol /CGçP DGTVJPCUQN
gweithiwr a chontractwr.

/CGçT $$% [P éTJGQN[FFKQP bersonol a gasglwn amdanoch. Mae hyn yn golygu ein bod yn gyfrifol am
benderfynu sut rydym yn dal ac yn defnyddio gwybodaeth bersonol amdanoch chi. O dan ddeddfwriaeth diogelu d
OCGçP TJCKF K PK TQK IY[DQF K EJK C datrwydd hwn. FCGVJ U[FF [P [T J[

/CGçT J[UD[UKCF JYP [P DGTVJPCUQN K I[HNQIGKQP IYGKVJY[T C E
[P TJCP Q WPTJ[Y IQPVTCEV E[HNQIGCVJ PC EJQPVTCEV CTCNN
diweddaru'r hysbysiad hwn ar unrhyw adeg.

/CGçP DY[UKI GKEJ DQF [P FCTNNGP [T J[UD[UKCF JYP [PIJ[F CI W
FFCTRCTW CT CEJN[UWTQP RGPQFQN RCP H[FFYP [P ECUINW PGWç
chi wybod sut a pham rydym yn defnyddio'r wybodaeth honno.

EGWYDDORION DIOGELU DATA

$[FFYP [P E[F[OHHWTHKQ ³ FGFFHYTKCGVJ FKQIGNW FCVC /
bersonol rydym yn ei dal amdanoch chi:

4JCKF ECFYçT Y[DQFCGVJ DGTUQPQN [P FFKQIGN

Y MATH O WYBODAETH RYDYM YN EI DAL AMDANOCH CHI

Mae data personol, neu wybodaeth bersonol, yn golygu unrhyw wybodaeth am unigolyn y gellir ei
CFPCDQF [T WPKIQN[P JYPPY 0KF [YçP E[PPY[U FCVC C T GF

/CG éECVGIQTÅCW CTDGPPKIê Q FFCVC RGTUQPQN OY[UGPU

Ffotograffau

%CYP JGH[F ICUINW UVQTKQ C FGHP[FFKQçT éECVGIQTÅCW CTDGPP
Gwybodaeth am eich hil neu ethnigrwydd, credoau crefyddol, cyfeiriadedd rhywiol a barn wleidyddol.

Aelodaeth o undeb llafur.

Gwybodaeth am eich iechyd, gan gynnwys unrhyw gyflwr meddygol, cofnodion iechyd a salwch, a adroddiadau a dogfennau cyfeirio at yr adran Iechyd Galwedigaethol.

Gwybodaeth enetig a data biometrig.

Gwybodaeth am euogfarnau troseddol a throseddu.

SUT MAE EICH GWYBODAETH BERSON OL YN CAEL EI CHASGLU?

4[F[O [P ECUINW IY[DQFCGVJ DGTUQPQN COFCPQEJ FTY[çT DTQU uniongyrchol gan ymgeiswyr neu weithiau gan asiantaeth gyflogi neu ddarparwr archwiliadau cefndir. Weithia fyddwn yn casglu rhagor o wybodaeth oddi wrth drydydd partïon gan gynnwys cyn gyflogwyr neu endidau sydd w sicrhau eich gwasanaethau, asiantaethau gwirio credyd neu asiantaethau archwilio cefndir eraill (gan gynnwys o HQF [P I[H[PIGFKI KçT a) Gwasanaeth Datgelu a Gwahardd (neu ei olynydd) a/neu gwmni cyfatebol perthnasol) ac unrhyw awdurdod rheoleiddio perthnasol).

$[FFYP [P ECUINW IY[DQFCGVJ DGTUQPQN [EJYCPGIQN [P [UVQF IYG byddwch yn gweithio i ni.

SUT BYDD WN YN DEFNYDDIO GWYBODAETH AMDANOCH CHI

&KO QPF RCP OCG T I[HTCKVJ [P ECPKCV±W K PK YPGWF J[P HY[CH E[HHTGFKP D[FFYP [P FGHP[FFKQçEJ IY[DQFCGVJ DG

6 7 Lle mae angen i gyflawni'r contract rydym wedi ymrwymo iddo gyda chi.

PCçT DWFFKCPPCW JNPH[C QGGFçTNNG D[FFYP [P RTQUGUWçEJ IY[DQ
KUQF QPF JGD GW E[H[PIW KçT TJCKP

Gwneud penderfyniad am y broses o'ch recriwtio neu eich penodi.

2GPPWçT VGNGTCW CT I[HGT IYGKVJKQ K PK

Gwirio bod gennych hawl dan

wybodaeth am y ffordd rydym yn rhannu eich gwybodaeth â thrydydd partïon.

Os na fyddwch yn darparu gwybodaeth bersonol

Oni fyddwch yn darparu gwybodaeth D G P Q F Q N R C P I G Y E J I C K U K Y P G W F J [P P [G H
contract rydym wedi ymrwymo iddo gyda chi (fel talu i chi neu ddarparu budd), neu efallai na fyddwn yn ga
E [F [O H H W T H K Q ³ ç P T J Y [O G F K I C G V J C W atwd ein gweithwyr) K Q N H G N U K E T J C W

Newid diben

& K O Q P F C V [F K D G P K Q P [I Y P C G V J Q O I C U I N W ç E J I Y [D Q F C G V J D G T U

- Byddwn yn defnyddio gwybodaeth am eich iechyd corff QTRQN PGWçEJ KGEJ[F OGFFYN PGW GKEJ KGEJ[F CçEJ FKQIGNYEJ [P [IYGKVJNG $[FFYP JGH[F [P GK addasiadau priodol yn y gweithle, i fonitro a rheoli absenoldeb oherwydd salwch a gweinyddu buddaliadau.
- Byddwn yn defnyddio gwybodaeth am eich hil neu darddiad cenedlaethol neu ethnig, eich credoau crefyd athronyddol neu foesol, neu eich bywyd rhywiol neu gyfeiriadedd rhywiol, i sicrhau bod y broses monitro chofnodi cyfle cyfartal yn ystyrlon.
-

A oes angen eich caniatâd chi arnom?

Nid oes angGP GKEJ ECPKCV³F EJK CTPQO QU D[FFYP [P FGHP[FFKQ ECV
â'n polisi ysgrifenedig i gyflawni ein rhwymedigaethau cyfreithiol neu i arfer hawliau penodol ym maes cyfraith cyflog
Mewn amgylchiadau prin, efallai byddwn yn cysylltu â chi er mwyn cael eich caniatâd ysgrifenedig i adael i ni brose
FCVC RGPQFQN U[çP UGPUKVKH KCYP 1U D[FFYP [P IYPGWF J[P D[
EJCGN CçT TJGUYO RCO OCG GKK alJu CyBtyrIiGeP yn CoTfaPuQ a OydyCchTaOn rYo i[Pcaniatâd. Dylech
Y[DQF PCF [YçP COQF [P GKEJ EQPVTCEV ³PK GKEJ DQF [P E[VWPQ

GWYBODAETH AM EUOGFARNAU TROSEDDOL

&KO QPF RCP OCGçT I[HTCKVJ [P YPCFFCGHP[FFKQY PYG[DWQFJC[GVJ |
GWQIHCTPCW VTQUGFFQN (GN CTHGT D[FF J[P [P DGTVJPCU
I[J[F ³çP DQF [P IYPGW EHawlJ[Pi Dpi[ogeilu DWaPtaQ sydd ar gael drwy Gateway.

;P NNCK E[HHTGFKP GHCNNCK [D[FFYP [P FGHP[FFKQ IY[DQ
hangen mewn perthynas â

gael eich caniatâd ysgrifedig penodol chi neu rhaid bod modd ei gyfiawnhau er budd y cyhoedd. Rhaid i r
sefydlu mesurau priodol i ddiogelu eich hawliau.

Ni fydd penderfyniadau a fydd yn cael effaith sylweddol arnoch yn cael eu gwneud ar sail penderfyniadau awtomat
unig, oni fydd gennym sail gyfreithiol dros wneud hynny ac wedi rhoi gwybod i chi.

Beth am drydydd partïon eraill?

'HCNNCK [D[FFYP [P TJCPPWçEJ IY[DQFCGVJ DGTUQPQN destun ³ gwreiddiol [F[FF
RQUKDN PGW CKNUVTY[VJWTQçT DWUPGU 'HCNNCK JGH[F [D[FF CI
ar

drwy Gateway. I benderfynu ar y cyfnod cadw priodol ar gyfer data personol, rydym yn ystyried maint, natur a
UGPUKVKHTY[FF [FCVC RGTUQPQN [RGT[IN RQUKDN Q PKYGF [P
CYFWTFQF FKDGPKQP RTQUGUU WJ EJ YFFKVC T FKDGP ...
cyfreithiol perthnasol.

/GYP TJCK COI[NEJKCFCW GHCNNCK [D[FFYP [P IYPGWF GKEJ IY[D
wybodaeth â chi bellach. Yn yr achos hwn gallwn FFGHP[FFKQçT E[HT[Y Y[DQFCGVJ JGD TQ

Beth allen ni fod ei angen gennych chi

Efall CK [D[FF CPIGP K PK QH[P CO Y[DQFCGVJ DGPQFQN IGPP[EJ KçP
K ICGN O[PGFKCF K T Y[DQFCGVJ PGW K CTHGT WPTJ[Y TCK QçEJ J
yw eich gwybodaeth DGTUQPQN [P ECGN GK FCVIGNW K WPTJ[Y DGTUQP PCF

HAWL I DYNNU CANIATÂD YN ÔL

/GYP COI[NEJKCFCW RTKP C EJKVJCW GHCNNCK YGFK TJQK GKEJ E
neu ei throsglwyddo at ddibenion GP QFQN OCG IGPP[EJ JCYN K F[PPWçEJ ECPKCV³P
CT WPTJ[Y CFGI + F[PPWçEJ ECPKCV³F [P ³N ESTKHGPPGEJ dpa.officer@bbc.co.uk