

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 person can be identified. This includes any information that can be used to identify a person, either directly or indirectly, such as a name, an identification number, a photograph, an email address, or a location. Sensitive personal data, which requires a higher level of protection, includes information about a person's race, ethnicity, religion, sex, sexual orientation, gender identity, health, or other characteristics that could lead to discrimination or other adverse consequences.

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 allows 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 with the above rules, where this is required or permitted by law.

HOW WE USE PARTICULARLY SENSITIVE PERSONAL INFORMATION

We have further justification for collecting, storing and using this type of personal information. We may process 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 or 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 is 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, worker 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 enables you to receive a copy of the personal information we hold about you and to check that we are 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 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 your personal data, or request that we transfer a copy of your personal information to another party, please contact us in writing, by email 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). However, 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 Diogelu 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 [Llawlyfr Diogelu Data](#) yn eir [Hamerlen Cadw Corfforaethol](#)/CGçP DGT VJPCUQN gweithiwr a chontractwr.

/CGçT \$\$% [P éTJGQN[Personol a gwybodaeth bersonol 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 @rwydd

/CGçT J[UD[UKCF JYP [P DGT VJPCUQN K I[HNQIGKQP IYGKVJY[T C E [P TJCP Q WPTJ[Y IQPVTCEV E[HNQICGVJ PC EJQPVTCEV CTCNN diweddarar'r hysbys 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 gallai 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 CTDGPF

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. Weithiau
 fyddwn yncasglu rhagor o wybodaeth oddi wrth drydydd partiön gan gynnwys cyn gyflogwyr neu endidau sydd wrth
 sicrhau eich gwasanaethau, asiantaethau gwirio credyd neu asiantaethau archwilio cefndir eraill (gan gynnwys or
 HQF [P I[H[PIGFKI KçT a) Gwladol (neu Eiddoedd a Gen
 awdurdod rheoleiddio perthnasol).

\$(FFYP [P ECUINW IY[DQFCGVJ DGTUQPQN [EJYCPIQN [P [UVQF IYGF
 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 DGT

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

PCçT DWFFKCPPDUBHJNPHCOGFç FTNNG 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 partiön.

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 d e n t o e r h w y 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

- î Byddwn yn defnyddio gwybodaeth am eich iechyd a ffôn N PGW ç EJ KGEJ[F OGFFYN PGW GKEJ KGEJ[F C ç EJ FKQIGNYEJ [P [IYGKVJNG \$[FFYP JGH[F [P GH addasiadau priodol yn y gweithle, i fonitro a rheoli absenoldeb oherwydd salwch neu ddu buddaliadau.
- î Byddwn yn defnyddio gwybodaeth am eich hil neu darddiad cenedlaethol neu ethnig, eich credoau crefyddol athronyddol neu foesol, neu eich bywyd rhywiol neu gyfeiriadedd rhywiol, i sicrhau bod y broses monitro chofnodi cyfle yfartal yn ystyrllon.
- î

A oes angen eich caniatâd chi arnom?

Nid oes angen G P 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, ~~afal~~ 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 Gk allu Cystynged yr Corff OdydychTan Ori caniatâd. Dylech
 Y[DQF PCF [YçP COQF [P GKEJ EQPVTCEV ³ PK GKEJ DQF [P E[VWPPQ

GWYBODAETH AM EUOGFARNAU TROSEDDOL

&KO QPF RCP OCGçT I[HTCKVJ [P RCFPCGNP K P KQY P Q W Q F Q B P J |
 GWQIHCTPCW VTQUGFFQN (GN CTHGT D[FF J[P [P DGT VJPCI
 I[J[F ³çP DQF [P IYPGW [Elawlyr Diogel Dwydd ar gae Tdrwy 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 awtomatig unig, oni fydd gennym sail gyfreithiol dros wneud hynny ac wedi rhoi gwybod i chi.

Beth am drydydd partion eraill?

'HCNNCK [D[FFYP [P TJCPPWçEJ IY[DQFCGVJ DGTUQRDStNngwrdTajF [FF
RQUKDN PGW CKNUVTY[VJWQTçT DWUPGU 'HCNNCK JGH[F [D[FF C
ar

drwy Gateway. I beneddi 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 FKGPKQP RTQUGUW[NEJFCWCT FGDGPRQR C[P[C ENMYF
cyfreithiol perthnasol.

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

Beth allen ni fod ei angen gennych chi

Efallig [D[FF C PIGP 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 EJKVJWCW GHCNNCK YGFK TJQK GKEJ E
neu ei throsglwyddo at ddiben P Q F Q N OCG IGPP[EJ JCYN K F[PPWçEJ ECPKCV³F
CT WPTJ[Y CFGI + F[PPWçEJ [f.c.p.k.c@3f..4 P<0E0>.I.U.T.U.F.N.E.W.C.E.P<³/MCID 3/L5](#)