

SBS Commissioning Equity & Inclusion Privacy Collection Statement



December 2021

Special Broadcasting Service Corporation (ABN: 91 314 398 574) ("SBS, we, our, us") is committed to protecting your privacy. We comply with our obligations under the *Privacy Act 1998* (Cth).

Here's everything you need to know about why we ask you to provide information under the SBS Commissioning Equity & Inclusion Guidelines ("E & I Guidelines") and the accompanying compliance document:

- SBS Commissioning Equity & Inclusion Report ("E & I Report")

This document also explains what we do with the information you provide.

Why is SBS asking for your information?

We collect, hold, use and disclose and use your personal information, including sensitive information, when you participate in SBS Commissioned projects, whether as cast talent, crew or otherwise.

As part of the commissioning process, we ask producers to demonstrate how their program aligns with the objectives of the E & I Guidelines including by providing information about the representation of people from under-represented communities, including those who identify as culturally and linguistically diverse, First Nations Australians, people with disability, LGBTIQ+ and women, in the on screen and off screen roles specified in the targets outlined in the E & I Guidelines.

We are collecting information to help us to:

- Develop, implement and enhance diversity and inclusion strategies for SBS commissioned programs.
- report internally and externally on the levels of diversity onscreen and offscreen for our commissioned programs and other content.
- identify and assess our levels of diversity onscreen and offscreen for our commissioned programs against the targets set out in our E & I Guidelines and identify areas for improvement and development.
- identify and understand challenges and opportunities faced by production companies when aiming to meet the targets set in our E & I guidelines.
- enable production companies to provide SBS with feedback about our equity and inclusion processes and requirements.
- share information within SBS to enhance our organisational equity and inclusion processes and requirements.
- monitor and store diversity information and records about SBS commissioned programs to track and measure levels of diversity.
- to identify and store information about people from under-represented groups who have worked on SBS commissioned programs in order to identify career progression opportunities and assistance as needed by these people.

- carry out our functions and activities under the *Special Broadcasting Services Act 1991* (Cth), including under our Charter, to provide multilingual and multicultural radio, television and digital media services that inform, educate and entertain all Australians, and in doing so, reflect Australia's multicultural society.

Must you provide your information?

You do not have to provide this information. Producers will be required to complete and submit an E & I Report for the commissioned program, and in doing so, may collect information directly from you, including by way of a form or survey. While producers will be required to provide this information to SBS in a de-identified way, depending on the nature of the program you are involved in and the steps taken by individual producers, there may be a risk that the individuals referred to may be identifiable in some cases. If you choose to voluntarily provide this information to us, you consent to us collecting it and handling it in accordance with this collection statement.

What does SBS do with your information?

SBS holds your personal information in a manner as described in our [Privacy Policy](#).

If you choose to provide this information, you are giving us permission to use the information for the purposes set out in the statement as well as to:

- Recruit, develop and retain a diverse workforce;
- Help us understand more about the composition of our employees, contractors, and contributors;
- Foster a workplace culture that is inclusive, collaborative and accountable and leverage the talent and diversity of our people; and
- Help us better reflect and represent the diversity of the Australian community in our content, products and the services we provide.

We only disclose your personal information as described in this statement and our [Privacy Policy](#), and you consent to these disclosures. We may disclose your personal information to third parties acting on our behalf, such as employees, contractors, suppliers, agents and service providers that help us deliver, administer and support our services, activities and functions. Some of these third parties may have servers located overseas (including USA, Europe and Singapore). We require that all third parties, to whom we disclose personal information or who may have access to personal information, have appropriate controls to protect your personal information in a manner that is consistent with our [Privacy Policy](#), including in relation to privacy, security and confidentiality and that they only use your information for authorised purposes.

How can you access your information, or make a complaint?

You have a right to access any personal information we hold about you, and you can ask us to update or correct your personal information. For more information on how you can access your personal information or contact us with any questions or privacy related complaints, please see our [Privacy Policy](#) or contact us at privacy@sbs.com.au or write to the Privacy Contact Officer, SBS Corporate Affairs, Locked Bag 028, Crows Nest NSW 1585.