

**COVID 19 - PRODUCTION CAST AND CREW
REGISTRATION FORM/ PRIVACY NOTICE**

PRIVACY NOTICE

As part of our response to the current COVID 19 outbreak, _____
[insert name of Production Company/Producer] ("we", "us", "our"), we are asking production cast and crew members (**Production Personnel**) to provide up-to-date contact details so that we can contact you urgently if we believe you may have been exposed to the coronavirus whilst working on the production.

What you need to know

- Completion of the form is optional (we may still be able to contact you by other means if necessary) but providing your details on this form will allow us to reach you as quickly as possible where urgent notification is required. This is important for your own health and safety and for that of the general public.
- We will only use your contact details to inform you of a potential exposure (e.g. where a person you have come into contact with at our office contracts the virus).
- We believe that collecting your most recent contact details is necessary for our legitimate interests, to protect your vital interests and those of other members of the public, as part of our efforts in the general public interest to contain the spread of COVID 19.
- Your contact details will only be made available to our personnel on a strict need to know basis (i.e. a small team responsible for handling the notifications process).
- We will not disclose your contact details to any third parties, unless you have furnished us with your written consent to do so or if required by law or as strictly necessary to contain the spread of the virus having made all reasonable efforts to provide the necessary information on a non-identifiable basis.
- Your details will be disposed of securely after 90 days after the completion of filming.

What to do if you develop the virus

If you develop symptoms and/or test positive for the virus within 14 days of attending at the production premises, we would ask you to let us know immediately. In such circumstances:

SASFED Member Organisations:

A.S.A. - Animation South Africa / DFA - The Documentary Filmmakers' Association / IPO - The Independent Producers Organisation / PMA - The Personal Managers Association / SAGA - South African Guild of Actors / South African Guild of Editors – SAGE / SWIFT - Sisters Working In Film And Television / WGSA – Writers Guild of South Africa

Terms Of Engagement – NFVF (The National Film and Video Foundation) / 2 x Industry Awards Board Seats - SAFTAS Board Member – SOS (Supporting Public Broadcasting Coalition) / Digital Television Advisory Group - ICASA

- Your information will only be used as strictly necessary to notify individuals with whom you have been in contact at the production premises of a potential exposure. We will endeavour to do this on a no-names basis where possible.
- Your information will only be made available on a strict need to know basis to a small management team responsible for handling the notifications process.
- We will not disclose your contact details to any third parties, unless you have furnished us with your written consent to do so or if required by law or as strictly necessary to contain the spread of the virus having made all reasonable efforts to provide the necessary information on a non-identifiable basis.
- We will delete your data after 90 days of receiving your notification.

PLEASE NOTE THAT BY PROVIDING US WITH YOUR CONTACT INFORMATION BELOW YOU ARE GIVING YOUR EXPLICIT CONSENT TO US PROCESSING IT FOR THE PURPOSES DESCRIBED ABOVE. THE PROCESSING IS ALSO NECESSARY FOR REASONS OF SUBSTANTIAL PUBLIC INTEREST AND FOR REASONS OF PUBLIC INTEREST IN THE AREA OF PUBLIC HEALTH.

If you have any queries or concerns regarding the contents of this notice please contact _____ *[insert name and contact details of local contact person]*.

Contact Details Form

Name	
Date(s) of Production Visit	
Time(s) of Production Visit	
Purpose of Production Attendance	
Main contact number	
Alternate contact number	
E-mail address	