

# Information security

**A guide for UK productions**

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# What is information security?

**Information security – also known as InfoSec – is one of those terms that everyone uses but might not truly understand.**

By definition, information security is the practice of maintaining the confidentiality, integrity and accessibility of information.

- > **Confidentiality** means that information is protected from unauthorised access.
- > **Integrity** means that it's protected from unauthorised changes.
- > **Availability** means that anyone who is authorised to access the information can do so.

Essentially, information security is the act of keeping information safe so that it remains intact and can be accessed by the right people.

In recent years, information security has become a key concern for companies of all sizes. But is it really that important in the film and TV industry?

# The risk for production

Studios and production companies hold a lot of commercially sensitive information, such as contracts, correspondence and financial documents.

On top of that, they hold significant amounts of personal information about their cast and crew, who want to know that it's being looked after.

While a data breach is the last thing anyone wants - they have happened.

**\$6 million**

The ransom (in bitcoin) demanded from HBO in 2017 after hackers stole a range of data, including financial documents, cast and crew contact details and emails.

– New York Times

**38 million**

The number of files stolen from Sony Pictures Entertainment in 2014, including a James Bond script, executive emails and salary information.

– Vanity Fair

**46%**

The percentage of UK businesses which reported having a cybersecurity breach or attack in 2019/2020.

– UK government

# The challenges for production

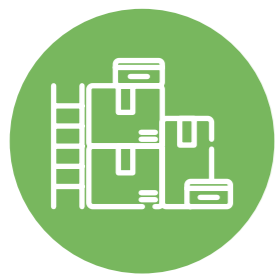
**Studios and production companies face unique challenges when it comes to information security.**

## Freelance teams



Whereas most companies hire permanent employees as and when they need them, productions onboard most of their crew in one go. This requires large amounts of personal data to be collected and processed quickly (and compliantly), and means that those handling data for you may not have worked with you before. It's therefore essential that your team is brought up to speed with your information security policies quickly so that all data is kept secure from the get go.

## Hybrid processes



This wouldn't be an issue if the production process was standardised, but the industry's pop-up nature makes this challenging. Different teams work in different ways, which can leave you with data spread across paper, spreadsheets, tools and email and little idea as to how it's being kept safe. Hard-copy documents pose a particular risk, and even digital solutions aren't created equal. Personal devices, unsecure IT systems and a need for multiple third-party tools can all leave you exposed.

**If this sounds like you, don't worry. There is another way.**



# How the Production Portal can help

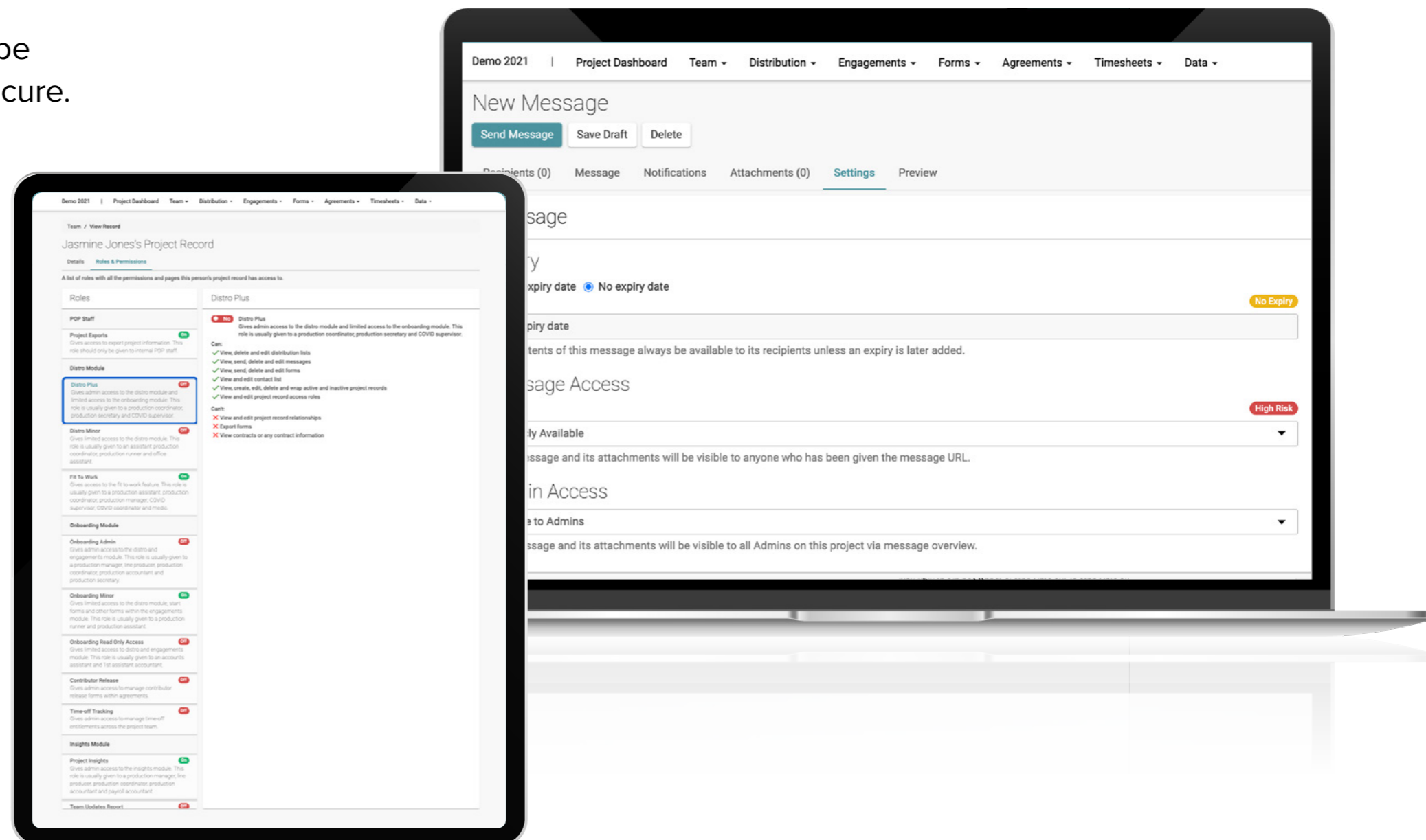
# The Production Portal

**The Production Portal is the workforce management platform for smarter production in the UK.**

Decide how you want to operate once, then pop up production with any team quickly and successfully.

With our cloud-based platform, you can be confident your information is safe and secure.

**Here's why.**



## **We've been vetted**

Our information security practices have been thoroughly reviewed and approved by the information security teams of major studios and production companies, including BBC, Sky, Amazon, All3Media and AMC.

## **We use best-in-class infrastructure**

The Production Portal uses Amazon Web Services, a secure global cloud provider which is **ISO and CSA STAR certified**.

## **We protect your data from cyber threats**

The Production Portal is security checked and scanned on a daily basis. We also carry out frequent automated penetration testing and auditing. Any changes to the platform undergo a peer review process and every release is subject to automated testing. All company employees undergo regular training in data protection, data handling and cybersecurity.

## **We safeguard your account**

You can choose from multiple options to strengthen your security, including setting maximum login attempts, minimum password lengths and password expiry periods. As an extra layer of security, multi-factor authentication – which requires users to provide a second form of verification to prove their identity – is also available.



## You can control which crew can access your data

Access permissions let you control who can see your data. You can make sure that your production and accounts teams only have access to the information they need - and only for as long as they need it.

An extra level of permissions allows you to protect your most sensitive data (eg, rates reports across your productions). And for added peace of mind, certain tasks (eg, exporting all of the data on a project) always have to go through us.



## You can send secure messages

You can send secure messages directly via the platform using our Distro tool. As well as having a record of what's been sent (and to whom), you can add extra security measures which aren't possible with traditional messaging services.

You can send sensitive messages as notifications, requiring recipients to log in to read them. You can also send attachments as links and retire the links at any time - a lifesaver if you send the wrong document by mistake (we've all been there...).



## You can see who's agreed to your data policies – and who hasn't!

Our handy summary pages let you see at a glance who's read and signed your data protection and privacy policies, and who needs a nudge. You'll also have a clear audit trail of evidence around your robust processes in the event of an incident or insurance claim.

## **You can protect your IP**

Personalised watermarking helps to deter the misuse of sensitive documents, such as scripts. Plus it's quick! Watermark your document and send it to as many recipients as you choose in under one minute.

## **You can protect your crew's personal information**

Keep all of your personal data (eg, start forms, deals, contracts, right to work documents and fit to work data) in one secure place and restrict access to those who need it. You can also create a digitised contact list, which crew can access securely from their device. You can control who appears on the list and who has access and quickly remove access permissions as soon as someone leaves.

## **You can respond to data requests and manage your crew's data rights**

By keeping everything in one centralised system, the Production Portal gives you full visibility over the data you hold and streamlines the deletion process - no more trawling through spreadsheets, personal devices and stacks of paper to find everything. You can respond with confidence to data subject access requests and make sure you're not holding certain data (eg, fit to work and health declarations) for longer than permitted.

# You'll have full transparency over your data

**We're committed to keeping your data secure and to being transparent over how we process it.**

- > We only process your data to support you in using the Production Portal.
- > We don't – and never will – sell your data. Your data is yours, we just process it for you.
- > We process all personal data in line with our [Privacy Policy](#).
- > You can request the deletion of your data at any time.

A man with curly hair and a beard, wearing a dark t-shirt, is adjusting a studio light. The light is a large, professional-grade fixture with a blue and black frame and a large, adjustable reflector. The man is holding the light's handle and adjusting a cable. The background is a plain, light-colored wall.

# Frequently asked questions

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## What is the UK GDPR?

Essentially the same law as the EU General Data Protection Regulation (GDPR), the UK GDPR is a comprehensive data protection law that updates existing UK laws to strengthen the protection of “personal data” (any information relating to an identified or identifiable natural person - so called, “data subjects”) in light of technological developments, the increasingly global nature of business and more complex international flows of personal data.

## What rights do individuals have under the UK GDPR?

- > The right to be informed about the collection and the use of their personal data.
- > The right to access their personal data and supplementary information.
- > The right to have inaccurate personal data rectified, or completed if it is incomplete.
- > The right to data portability, which allows the data subject to obtain and reuse their personal data for their own purposes across different services.
- > The right to restrict processing in certain circumstances.
- > The right to object to processing in certain circumstances.
- > Rights in relation to automated decision making and profiling.
- > The right to withdraw consent at any time (where relevant).
- > The right to complain to the Information Commissioner.
- > The right to erasure (ie, to be forgotten) in certain circumstances.

## What do you do with my data?

We collect and process data on your production in order to support your use of the following features:

- > Onboarding
- > Contracting
- > Distribution and messaging
- > Timesheets
- > Fit to work declarations

## Where do you store your data?

We store data in the UK and the EU. We may also transfer data within our group companies – including our parent company, Entertainment Partners – for internal and administrative purposes and as further described in our [Privacy Policy](#).

## How long do you hold my data for?

We generally hold production data for at least the duration of your production. After your production, your data will remain on your secure portal so that you can:

- > Use our cross-production reporting tools.
- > Have total visibility across all of your productions.
- > Maintain an audit-ready trail.

However, as the data controller, you may request the deletion of your data at any time (see below).

## What happens if I leave – can I ask you to delete my data?

As the data controller, you can request the deletion of your data at any time, including if you wish to terminate your agreement with us. We'll export all signed contracts and policies – as well as individual deal, start form and timesheet data – and share it with you for your records prior to deletion.



With 45 years of experience, Entertainment Partners (EP) is the global leader in entertainment payroll, workforce management, residuals, tax incentives finance and other production management solutions.

The EP Production Portal powers the leading UK productions. Today, over 30 studios and production companies – including Sky Studios, Studio Lambert and Bad Wolf – are powering smarter productions through the Production Portal.

**Productions don't have to be a scramble.**

To see how the Production Portal helps with quick and compliant contracting, [\*\*get in touch today.\*\*](#)