

NBCUniversal

Data Privacy & Security Guidelines for Television Entertainment Productions (Computer Policy)

These guidelines set forth the requirements for protecting confidential and sensitive data that cast and crew members access in connection with their work on the show or as the result of their relationship with NBCUniversal (“Confidential Information”). They apply to all cast and crew assigned to productions and all others who have access to the Company’s Resources.

Confidential Information includes an individual’s first name or initial, plus last name, in conjunction with his or her:

- Account numbers or financial account numbers, credit or debit card numbers (with or without a PIN, such as an access code, security codes or password that would permit access to an individual's account or financial account)
- Passport numbers
- Social security numbers
- Drivers license or Social Insurance (SIN) card numbers
- Taxpayer IDs (for individuals)
- Medical or health information
- Health insurance information
- Dates of birth
- Mother's maiden name
- Digital or other electronic signatures
- Unique electronic id numbers or routing codes (in combination with any required security codes, access codes, or passwords)
- Unique biometric data (such as fingerprint, voice print, retina or iris image, or any other unique physical representations)
- DNA profile
- Employer ID numbers
- Tribal identification card
- Passwords, PIN numbers or other authorization credentials
- Two or more of the above categories of information pertaining to one individual even when not in conjunction with that individual’s name

Under no circumstance shall any person working on an NBCUniversal produced television show maintain, process, or store Confidential Information on their personal computer or their personal email account.

If a person’s work requires them to maintain, process or store any of the sensitive or confidential information mentioned above, the Studio will provide that person with a computer to use for work-related matters and any such information shall be encrypted if stored locally.

If, for any reason, a person has access at any time to the type of information described above and the information is maintained, processed, or stored on their personally owned computer, the individual is required to immediately notify the Line Producer, who in turn, will contact the show's authorized IT support representative for instruction on proper removal.

Notwithstanding the foregoing, if a person has maintained, processed or stored the information described above and discovers, or reasonably believes, that such information has been accessed by or disclosed to another without authorization, that person shall notify his or her Line Producer immediately, who will immediately inform the Production Executive assigned to the show.

Any personally owned computers included in a box or kit rental must be approved by the Studio (Production Executive & EVP).

For further guidance, please refer to the complete “NBCUniversal Data Privacy and Security Guidelines for Television Entertainment Productions” available through your show’s Production Coordinator or contact NBCUniversal’s Information Security team at SAFE@nbcuni.com or the Privacy team at Privacy@nbcuni.com. Failure to comply with this policy may subject the individual to disciplinary action, up to and including discharge.