

Confidentiality and social media

This is a training module from the ScreenSkills 'From Script to Screen' programme.

The text includes multiple choice questions for you to answer. Each question is identified with the words 'Multiple choice question' and finishes like this:

Question end

That's so you can stop and think. Each question end is followed by the correct answer or answers, and feedback.

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Section A: Introduction

Famous Actors. Cliffhanger stories. Long-awaited sequels. These are some of the thrilling components of a job in production.

And, as you may have seen from other modules, you can play an important role in bringing intriguing narratives to life. Not surprisingly, with this unbelievable opportunity comes responsibility.

Hi, I'm Kelly, I'm a Line Producer, and I'm here to guide you through a crucial aspect of production – confidentiality.

Why is confidentiality so important that we've dedicated an entire module to it?

Because the consequences of leaked information can be catastrophic. It's not just about ruining surprises or plot twists.

Putting **any** information out there can cause security and safety risks, financial loss, and major disruption. It puts the reputation of the company you work for at risk.

And it can cost you more than your job. There could be possible legal action against you as well. Think about the potential impact on your future career opportunities.

Multiple choice question. Let's talk about the consequences of getting this wrong. Which of these things do you think can happen?

- A. Disruption to the shoot
- B. Security risks
- C. Financial loss
- D. Losing your job
- E. Legal action

Question end

Any or all of those could happen. So you see, it's critical for you to get this right.

It can be about much more than preserving secrecy and protecting a huge investment. Most essentially it's about keeping the Cast, Crew, and public safe. For instance, revealing a shooting location can put the production and the people working on the production at risk.

And there are strict laws on how information relating to individuals has to be handled. You need to follow local regulations.

Multiple choice question. Imagine this situation. You get a call from someone you don't know. They identify themselves as a member of the Production team and ask for an AD's phone number from the Unit List. What do you do?

- A. Give them the number
- B. Ask the Production Office
- C. Explain that you can't give them the number

Question end

B and C are correct. Don't give out any personal information without permission from the person it belongs to. In this scenario, the best option is to talk to the Production Office.

Besides, if they're a member of the Production team they should have access to the phone number that they're looking for.

Section B: It's not OK to share

Multiple choice question. Imagine you're at work – and you want to take a quick selfie to post on social media. Is that OK?

- A. Yes, it's OK
- B. No, it's not OK

Question end

The correct answer is B. No, it's not OK. This is important: NO SOCIAL MEDIA.

Multiple choice question. You're on set for the day, and you want to take a picture. Just for you to keep as a souvenir – you're not going to post it anywhere. Is that OK?

- A. Yes, it's OK
- B. No, it's not OK

Question end

The answer is B. It's not OK. No taking photos. No personal video. No recording. Everything at work is confidential – remember, that's in your contract.

There's a good chance that you signed a deal memo as well as an NDA – that's a non-disclosure agreement. Both prohibit you from releasing specific details of the production or script.

And of course, confidentiality applies even when you're talking to your friends and family. Don't run the risk of giving things away.

We're not just talking about scripts and stories. Remember, production paperwork can contain sensitive personal data like names, addresses, and phone numbers. So, keep any document that you receive secure.

One of the most important confidential documents you'll encounter on every production is the callsheet. It holds a lot of confidential information about the Shoot. We'll go through that now.

Section C: The callsheet

As you may remember from other modules, the callsheet gives you key details about each day's schedule. It's sent out at the end of one day, ready for the next. Here's a rundown of the main things to look out for.

UNIT CALL TIME. This is when most Crew members need to be on set. The time will be at the top of the callsheet, but it's also good to check with your manager on the exact time that you should arrive.

WRAP TIME. This is an estimate for when work will finish for the day... but do remember that this can change!

MEAL TIMES. These might seem a bit strange – as they'll be in tune with the shooting schedule rather than normal hours.

UNIT BASE AND LOCATION ADDRESSES. Often the Unit Base is different from the filming location. Most Cast and Crew will start their day at Unit Base, but it's important to know when and where your department needs you to be.

There'll also be addresses for things like the Production Office, parking, and the local hospital, just in case you need them.

You could also find the weather forecast, catering details, and phone numbers for key people. Callsheets have lots of useful info. So read them every day, and use them!

Further down the page, there'll be a table outlining the schedule for the day, listing each scene to be shot. Every scene will be identified by a scene number, the set being used, a

short synopsis, and other important notes. Cast will often be identified by Cast ID's. Below this are more details, including call times and an advance schedule for the next day's shoot.

Plans often change – so it's critical that you check the callsheet.

That's a lot of information in one document! Read it, keep it on hand – and look after it carefully.

Multiple choice question. When work finishes, you need to get rid of all that paperwork. Let's say you just take it home and throw it out. Is that OK?

- A. Yes, it's OK
- B. No, it's not OK

Question end

The answer is B. It's totally not OK. That callsheet is confidential and is a matter of safety and security for the Cast and Crew. Don't just throw it out. Take good care of it!

Ask the Production team where the confidential waste bin or the shredder are located.

Most documents you handle will be uniquely watermarked – so if something gets into the wrong hands, the production will be able to trace it back to you.

If your bag gets stolen, or you accidentally lose any paperwork or documents on your computer, then it's really important that you report what's happened to your supervisor immediately.

Section D: Confidentiality protects us all

Let's quickly recap. It's easy to get this right as long as you use common sense and follow some simple rules.

- First, no photography, no videos, and no social media.
- Second – don't share inside information with your family or friends, or with anyone outside the project.

- And third, treat all paperwork and personal information as extremely confidential, and give it the respect that it deserves.
- Above all, stick to your contract and follow all local laws and legal agreements.

Confidentiality is all about protecting ourselves, the people and companies that we work with, and the stories that we all want to tell.

Remember, when it comes to production, caring means NOT sharing.

And that's the end of this module. This was created by ScreenSkills.