



KURDISTAN FILM FUND

Confidentiality Policies

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2. Confidentiality & data management policy

These policies complement the Kurdistan Film Fund Rules & Regulations and establish operational standards for applicants, staff, external experts and Jury members.

In the event of any inconsistency, the latest approved Kurdistan Film Fund Rules & Regulations shall prevail.

2.1 Principle

The Kurdistan Film Fund recognizes that applications may contain confidential, commercially sensitive, artistic, financial, legal and personal information.

KFF shall use reasonable organizational and technical measures to protect application materials and restrict access to persons involved in the administration, eligibility assessment, evaluation, contracting, monitoring and audit of the Fund.

2.2 Information Covered

Confidential information may include:

- Screenplays;
- Treatments;
- Series Bibles;
- Synopsis;
- Unreleased film materials;
- Rough cuts;
- Visual materials;
- Budgets;
- Financing plans;
- Contracts;
- Deal memos;
- Co-production agreements;
- Personal identification documents;
- Proof of lineage;
- Bank information;
- Company documents;
- Jury scores;
- Jury comments;
- Deliberation records;
- Internal staff notes;
- Grant monitoring reports;
- Other non-public information submitted to or dited by the Fund.

2.3 Who May Access Application Materials

Access may be provided only where reasonably required to:

- Authorized KFF staff;
- Program Lead;
- Fund management;
- Eligibility reviewers;
- Kurdish cultural experts;
- Jury members;
- Authorized financial or legal advisers;
- Auditors;
- Technical service providers administering the application platform;
- Other persons specifically authorized by KFF, where necessary, for Fund administration.

Access shall be limited according to role and operational need.

2.4 Confidentiality Obligations

Staff, experts and Jury members must not:

- Share application materials with unauthorized persons;
- Download, reproduce or circulate materials except where required for Fund duties;
- Use information from an application for personal or professional benefit;
- Disclose confidential project information publicly;
- Share Jury discussions, scores or individual opinions;
- Retain application materials for unrelated personal use;
- Use an applicant's concept, screenplay, financial information or professional contacts for another project.

2.5 Jury Confidentiality

Jury members must treat as confidential:

- the Identity of applicants before official publication, where applicable;
- Application contents;
- Scores;
- Individual Jury assessments;
- Deliberations;
- Preliminary decisions;
- Final decisions before official notification;
- Grant amounts before official communication.

Jury deliberations are confidential and shall not be disclosed to applicants or third parties.

2.6 Applicant Personal Data

Personal information shall be collected and used only for legitimate Fund purposes including:

- Eligibility verification;
- Application administration;
- Evaluation;
- Contracting;
- Payments;
- Monitoring;
- Audit;
- Reporting;
- Statistical and institutional analysis;
- Compliance with legal obligations.

Personal information should not be disclosed externally unless required for Fund administration, authorized by the applicant, or required by law.

Thank You!

Address

Hera Business Center Midya Street, Floor 3,
Office 30-31 As Sulaymaniyah, 46001 Iraq

Call Us

+964 (772) 139 2923

Email

info.fund@creativekurdistan.krd

