A black background with a black square

Description automatically generated with medium confidence

**17/02/2025**

Dear Contributor,

Ceidiog is a TV/Production company based in Cardiff and we produce Welsh television programmes for children (mainly on S4C). We are currently working on the third series of 'Ne-wff-ion' which is a series that introduces the concept of 'News' to children aged between 4 and 7 - stories about current issues relevant to the age group and the children will present news items from their local area. Here's a link to some of the episodes for you to watch: <https://www.bbc.co.uk/iplayer/episodes/p0gl82ft/newffion> .

We are filming an item discussing children using saunas. It is not very common for children to use saunas in Wales, but it seems to be more common in Nordic countries. We have organised to come to the Finnish School at Capel Salem, Canton on Saturday, 15th March to interview some of the children. We would also like to film a bit of the session where we will possibly see other participants of the school in the background of the shots.

Therefore, we kindly ask you for your permission to be filmed. It would be very much appreciated if you could please fill in the sections (in red) and sign the contributor contract below, noting the date and return it to Kaisa or Jenni prior to the filming.

*Feel free to get in touch if you have any further questions.*

Thanks very much,

**Non Haf**

**Assistant Producer**

[**non@ceidiog.com**](mailto:non@ceidiog.com)

**Elan Jones**

**Researcher**

[**elan@ceidiog.com**](mailto:non@ceidiog.com)

**07/01/2025**

**17/02/2025**

Annwyl Gyfrannydd,

Cwmni Teledu/Cynhyrchu yng Nghaerdydd yw Ceidiog ac rydym yn cynhyrchu rhaglenni teledu Cymraeg i blant (ar S4C yn bennaf). Ar hyn o bryd rydym yn gweithio ar y drydedd gyfres o ‘Ne-wff-ion’ sef cyfres sy’n cyflwyno’r cysyniad o ‘Newyddion’ i blant rhwng 4 a 7 oed – straeon am faterion cyfoes sy’n berthnasol i’r grŵp oedran a bydd y plant yn cyflwyno eitemau newyddion o’u hardal leol. Dyma ddolen at rai o’r rhaglenni i chi eu gwylio: <https://www.bbc.co.uk/iplayer/episodes/p0gl82ft/newffion> .

Rydym yn ffilmio eitem yn trafod plant yn defnyddio sawnas. Nid yw'n gyffredin iawn i blant ddefnyddio sawnas yng Nghymru, ond mae'n ymddangos yn fwy cyffredin mewn gwledydd Nordig. Rydym wedi trefnu i ddod i’r Ysgol Ffinneg yng Nghapel Salem ar Ddydd Sadwrn, Mawrth 15fed i gyfweld rhai o’r plant. Hoffem hefyd ffilmio ychydig o'r sesiwn lle byddwn o bosib yn gweld cyfranogwyr eraill yr ysgol yn y cefndir.

Felly, gofynnwn yn garedig i chi am eich caniatâd i gael eich ffilmio. Gwerthfawrogwn yn fawr pe baech yn gallu llenwi (y rhannau sydd yn goch) ac arwyddo’r cytundeb cyfrannydd isod gan nodi’r dyddiad a’i ddychwelyd at Kasia a Jenni cyn y ffilmio os gwelwch yn dda.

*Mae croeso mawr i chi gysylltu os oes gennych unrhyw gwestiynau pellach.*

Diolch o galon,

**Non Haf**

**Is-gynhyrchydd**

[**non@ceidiog.com**](mailto:non@ceidiog.com)

**Elan Jones**

**Ymchwilydd**

[**elan@ceidiog.com**](mailto:non@ceidiog.com)

CYTUNDEB CYFRANNYDD (DIM FFI)

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| **I’W LENWI GAN Y CWMNI CYNHYRCHU** |
| **Enw’r Cwmni Cynhyrchu** CEIDIOG  **Cyswllt Cynhyrchu (Enw, teitl swydd, cyfeiriad e-bost a swyddfa)**  Lucy Smith (Pennaeth Cynhyrchu) – Ceidiog, 92 Kings Road, Cardiff, CF11 9DD - lucy@ceidiog.com  **Teitl y Rhaglen** NEWFFION CYFRES 3 (Cyfres deledu i blant ar S4C)  **Disgrifiad manwl o gynnwys y Rhaglen** Cyfres sy’n cyflwyno’r cysyniad o ‘Newyddion’ i blant rhwng 4 a 7 oed – straeon am faterion cyfoes sy’n berthnasol i’r grŵp oedran a bydd y plant yn cyflwyno eitemau newyddion o’u hardal leol.  **Natur y Cyfraniad (Y Cyfraniad):** Ffilmio yn yr Ysgol Ffinneg a chyfweld â rhai o’r plant ar gyfer eitem yn y gyfres  **Amser(oedd), Dyddiad(au) a Lleoliad(au) y Cyfraniad:** Dydd Sadwrn, 15fed o Fawrth - Capel Salem |

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| **I’W LENWI GAN Y CYFRANNYDD** |
| **Enw’r Cyfrannydd ­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Cyfeiriad \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Rhif Ffôn \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Oes gennych anghenion mynediad, gofal neu ddietegol arbennig? Oes/Nac oes**  **Os oes, manylwch yma \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

Hoffwn gymryd rhan yn y Rhaglen a gwneud y Cyfraniad ar y Dyddiad ac yn y Lleoliad a nodir. Mewn cydnabyddiaeth am i’r Cwmni Cynhyrchu dderbyn fy nghyfraniad a rhoi’r cyfle i mi gymryd rhan yn y Rhaglen, rydw i’n cytuno i delerau’r cytundeb hwn.

Rwy’n cadarnhau fy mod yn deall natur y Cyfraniad a’r Rhaglen, ac rwy’n cytuno i gymryd rhan yn y recordiad a/neu ddarllediad a/neu ddarllediad ‘byw’ neu fel petai’n ‘fyw’ o’r Rhaglen, ac i wneud y Cyfraniad ac i aseinio i’r Cwmni Cynhyrchu yr hawliau i gyd yn fy nghyfraniad (gyda gwarant teitl llawn), gan gynnwys unrhyw hawlfraint a hawliau eiddo perfformwyr yn y fath Gyfraniad heb gyfyngiad amser.

Rwy’n deall na fydd ffi yn daladwy i mi ar gyfer y Cyfraniad.

Rwy’n cadarnhau bod gennyf yr hawl i roi’r holl hawliau a’r caniatâd perthnasol a roddir yn y ddogfen hon.

Rwy’n cadarnhau fy mod ar gael i wneud y Cyfraniad ar yr Amseroedd a’r Dyddiadau a nodir, ac y gallaf drefnu fy nghludiant i ac o’r Lleoliad ar y cyfryw Ddyddiadau ac Amseroedd.

Rwy’n rhoi pob caniatâd angenrheidiol i alluogi i’r Cwmni Cynhyrchu ac S4C wneud y defnydd mwyaf o’r Cyfraniad ledled y byd heb gyfyngiad amser mewn unrhyw a phob cyfrwng, p’un a yw e’n bodoli nawr neu yn cael ei ddatblygu neu ei ddarganfod yn y dyfodol (gan gynnwys rhannu’r recordiad o’r Cyfraniad ar gyfryngau cymdeithasol megis Facebook a Twitter), heb daliad, atebolrwydd na chydnabyddiaeth arall. Rwy’n rhoi pob caniatâd i’r Cwmni Cynhyrchu ac S4C ymelwa ar y Cyfraniad mewn unrhyw fodd, gan gynnwys heb gyfyngiad drwy altro, newid, golygu, dileu neu aildrefnu'r Cyfraniad, ac rwy’n ildio unrhyw hawliau moesol a phreifatrwydd a allai fodoli yn y Cyfraniad.

Rwy’n rhoi’r hawl i’r Cwmni Cynhyrchu ac S4C greu a chyhoeddi hysbysrwydd sy’n berthnasol i’r Rhaglen ac i S4C, ac i greu, defnyddio a chyhoeddi’r Cyfraniad a/neu fy enw, llun neu ddelwedd at y fath ddiben.

Nid yw’r Cwmni Cynhyrchu nac S4C yn ymrwymo i ddarlledu, arddangos nac ecsbloetio’r Cyfraniad mewn unrhyw ffordd.

### Rwy’n cytuno i gadw’n gyfrinachol a pheidio rhannu gydag unrhyw drydydd parti unrhyw wybodaeth gyfrinachol, lluniau neu ddeunydd arall sy’n ymwneud â’r Cwmni Cynhyrchu, S4C neu’r Rhaglen nac unrhyw un sy’n cymryd rhan ynddi a ddaeth yn hysbys i mi yn sgil y Cyfraniad at y Rhaglen.

Rwy’n cydnabod na fydd y Cwmni Cynhyrchu nac S4C yn atebol am unrhyw golled, niwed nac anaf a achosir i mi wrth gymryd rhan yn y Rhaglen ac eithrio yn achos marwolaeth, anaf personol neu esgeulstod ar ran y Cwmni Cynhyrchu.

### **Covid-19**

Rydw i’n cydnabod y gallai clefyd pandemig Covid-19 olygu bod yn rhaid i’r Cwmni reoli cynhyrchiad y Rhaglen mewn modd penodol, ac i’r perwyl hwn:

1. Rwy’n cytuno i hysbysu’r Cwmni ar unwaith os ydw i’n methu darparu fy Nghyfraniad ar yr Amser a’r Dyddiad ac yn y Lleoliad oherwydd fy mod yn hunan-ynysu neu’n cysgodi o ganlyniad i glefyd pandemig Covid-19. Rwy’n cytuno i hysbysu’r Cwmni cyn gynted â phosibl os ydw i neu unrhyw un yn fy nghartref yn datblygu symptomau sy’n ymgysylltiedig â symptomau Covid-19.
2. Rwy’n cytuno i gydymffurfio â rheolau, arweiniad a phrotocoliau iechyd a diogelwch cyffredinol y Cwmni, gan gynnwys unrhyw brotocoliau penodol a weithredir sy’n ymwneud â Covid-19. Rwy’n cydnabod bod elfen o risg o ddod i gysylltiad â Covid-19 ynghlwm â chymryd rhan mewn gweithgaredd sy’n golygu gweithio gydag unigolion eraill o fewn pellter cymharol agos. Rwy’n cytuno i gydymffurfio â phrotocoliau cynhyrchu penodol sy’n berthnasol i reoli risgiau sy’n gysylltiedig â chlefyd pandemig Covid-19 ac unrhyw ddiweddariadau i’r cyfryw brotocoliau o bryd i’w gilydd. Rwy’n cydnabod y gellid gofyn i fi adael y cynhyrchiad os ydw i’n peidio â dilyn y fath brotocoliau, arweiniad a rheolau;
3. Rwy’n cydnabod y gallai reoli clefyd pandemig Covid-19 achosi newidiadau pellach i’r amserlen cynhyrchu, ac rwy’n cytuno i gydweithio â’r Cwmni yn hyn o beth. Os bydd gwaith ar y Cynhyrchiad yn cael ei arbed, yn profi ymyriad, yn dod i ben neu os caiff y Cynhyrchiad ei ddigomisiynu o ganlyniad i glefyd pandemig Covid-19, gall y Cwmni ohirio fy Nghyfraniad ar unwaith drwy fy hysbysu o hyn; a
4. Ar ddiwedd y tair wythnos, gall y Cwmni derfynu’r Cytundeb hwn neu barhau â fy Nghyfraniad am weddill y Cynhyrchiad.

### **Hysbysiad Preifatrwydd**

Mae diogelwch eich data personol yn bwysig i’r Cwmni Cynhyrchu ac i S4C. Bydd y Cwmni Cynhyrchu’n casglu a storio’ch data mewn cydymffurfiaeth â’n Hysbysiad Preifatrwydd *[y Cwmni i nodi manylion y wefan lle gellir darllen Hysbysiad Preifatrwydd y Cwmni Cynhyrchu]*.

Rydw i’n deall y bydd y Cwmni Cynhyrchu’n casglu ac yn storio’r data personol rydw i wedi ei ddarparu yn y cytundeb hwn, ynghyd ag unrhyw ddata personol pellach y byddaf yn ei ddatgelu wrth y Cwmni Cynhyrchu yn ystod y cyfnod ffilmio er mwyn i’r Cwmni Cynhyrchu fedru gwneud y trefniadau priodol i gynhyrchu’r Rhaglen, i hyrwyddo a dosbarthu’r Rhaglen ym mhob cyfrwng yn fyd-eang. Gall y Cwmni Cynhyrchu ddarparu’r data personol i S4C ac unrhyw ddarlledwr arall sy’n darlledu’r Rhaglen at ddibenion gweinyddu gwybodaeth am y Rhaglen ac i gydymffurfio â gofynion cydymffurfiaeth neu ddeddfwriaeth. Gallai’r data hefyd gael ei rannu gyda dosbarthwyr, ymgynghorwyr proffesiynol ac arianwyr y Rhaglen (Trydydd Partïon Eraill). Pan fydd data personol amdanaf yn cael ei rannu gydag S4C, mi fydd S4C yn prosesu’r data hwnnw yn unol â Hysbysiad Preifatrwydd Rhaglenni S4C *[y Cwmni i roi’r ddolen yma]*.

Os darperir gwybodaeth feddygol ac unrhyw wybodaeth arall a ddynodir yn “Data Categori Arbennig” (gwybodaeth am hil, ethnigrwydd, barn wleidyddol, daliadau crefyddol, aelodaeth o undeb llafur, tueddfryd rhywiol, data genetig neu fiometrig), rwy’n cytuno i roi hawl i’r Cwmni Cynhyrchu ddefnyddio’r cyfryw wybodaeth i wneud y trefniadau priodol i gynhyrchu’r Rhaglen yn unol â thelerau’r cytundeb hwn.

Rwy’n cydnabod ei bod yn angenrheidiol i’r Cwmni Cynhyrchu, S4C a Thrydydd Partïon Eraill brosesu’r data personol at ddibenion gweinyddu’r cytundeb hwn rhyngof i a’r Cwmni Cynhyrchu, a bod gan y Cwmni Cynhyrchu, S4C a Thrydydd Partïon Eraill ddiddordebau cyfreithlon mewn prosesu’r data personol i greu, hyrwyddo, darlledu ac ecsbloetio’r Rhaglen (a fydd o bosib yn cynnwys y Cyfraniad). Pan fydd copïau o’r Rhaglen a’r data personol yn cael eu cadw at ddibenion archifo neu reoleiddio, rwy’n cydnabod bod y gweithredoedd hyn yn ofynnol i gydymffurfio â dyletswyddau cyfreithiol a/neu at ddibenion hanesyddol/diddordeb i’r cyhoedd. Hon fydd sail gyfreithlon prosesu’r data personol.

Caiff y Cytundeb hwn ei lywodraethu gan, a’i ddehongli yn unol â, chyfreithiau Cymru a Lloegr, ac rwy’n cytuno i ymostwng i awdurdod neilltuedig Llysoedd Cymru a Lloegr.

ARWYDDWYD\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DYDDIAD \_\_\_\_/ \_\_\_\_/ \_\_\_\_

gan y Cyfrannydd

**ContributoR contract (NO FEE)**

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| **TO BE COMPLETED BY THE PRODUCTION COMPANY** |
| **Name of production company** CEIDIOG  **Production Contact (name, job title, e-mail and office addresses)**  Lucy Smith (Head of Production) – Ceidiog, 92 Kings Road, Cardiff, CF11 9DD - lucy@ceidiog.com  **Programme title** NEWFFION SERIES 3 (Children’s television series for S4C)  **Description of the Programme content** A series that introduces the concept of 'News' to children aged between 4 and 7 - stories about current issues relevant to the age group and the children will present news items from their local area.  **Nature of the Contribution (‘The contribution’)** Filming the Finnish School and interviewing some of the children for one of the items of the series.  **Time(s), Date(s) and Location(s) of the Contribution** Saturday, 15th March – The Finnish School at Capel Salem |

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| **TO BE COMPLETED BY CONTRIBUTOR** |
| **Name of Contributor ­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Telephone number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

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| **Do you have special access, care or dietary needs?**  **Yes/No**  **If yes, give details\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

I would like to take part in the Programme and to make the Contribution on the Date and in the Location specified. In consideration of the Production Company receiving my contribution and allowing me the opportunity to take part in the Programme, I agree to the terms of this agreement

I confirm that I understand the nature of the Contribution and the Programme, and I consent to take part in the recording and/or broadcast and/or the ‘live’ broadcast or ‘as live’ broadcast, and to make the Contribution and to assign to the Production Company all the rights in my performance (with full title rights), including any copyright and performers’ proprietorial rights in said Contribution in perpetuity.

I understand that there will be no fee payable for my Contribution.

I confirm that I am available to make the Contribution at the Times and Dates noted, and that I can arrange my own transport to and from the Location on said Dates and Times.

I give all consent necessary to allow the Production Company and S4C to exploit the Contribution worldwide in perpetuity in any and all media which already exists or which is developed or discovered in the future (including sharing parts of the Contribution on social media networks such as Facebook and Twitter), without payment, liability or further acknowledgement. I give all rights to the Production Company and S4C to exploit the Contribution in any way, including without restriction by altering, changing, editing, deleting or rearranging the Contribution, and I waive any moral and privacy rights that may exist in the Contribution.

I give consent to the Production Company and S4C to create and publish publicity for the Programme and to create, use and publish the Contribution and/or my name, photograph or image to this end.

Neither the Production Company nor S4C commits to broadcast exhibit or otherwise exploit the Contribution in any way.

I agree to keep confidential and not to share with any third party any confidential information, images or other material pertaining to the Production Company, S4C nor the Programme, nor anyone taking part in it, which came to my attention as a result of the Contribution to the Programme.

I acknowledge that neither the Production Company nor S4C shall be liable for any loss, harm nor injury caused to me by taking part in the Programme except in the case of death, personal injury or negligence on the part of the Production Company.

**Covid-19**

I acknowledge that the Covid-19 pandemic may require the Company to manage the production of

the Programme in a particular way and as such:

(i) I agree to notify the Company immediately if I am unable to provide my Contribution at the agreed Time, Date and Location because I am self-isolating or shielding as a result of the Covid-19 pandemic. I agree to notify the Company as soon as possible if I or anyone in my household develops symptoms which are identified as Covid-19 symptoms;

(ii) I agree to comply with the Company’s general health and safety rules, guidance and protocols, including any specific protocols issued in relation to Covid-19. I acknowledge that there is an element of risk of exposure to Covid-19 associated with participating in an activity which involves working with other individuals in relatively close proximity. I agree to comply with specific production protocols relating to management of risks associated with the Covid-19 pandemic and any updated versions thereof provided by the Company from time to time. I accept that I may be asked to leave the production if I fail to follow such protocols, guidance and rules;

(iii) I acknowledge that management of the Covid-19 pandemic may necessitate further changes to the production schedule, and I agree to co-operate with the Company in this regard. If the making of the Production is prevented, interrupted, stopped or decommissioned as a result of Covid-19, then the Company may suspend my engagement with immediate effect by serving notice on me;

and

(iv) At the end of the three weeks, the Company may terminate this Contract or retain my services for the remainder of the Production.

**Privacy Notice**

The safety of your personal data is important to the Production Company and S4C. The Production Company will collect and store your data in accordance with our Privacy Notice *[the Company to Insert details of website where the Privacy Notice of the Production Company can be found].*

I understand that the Production Company will collect and store the personal data I have provided on this form and any further personal data I provide to the Production Company during the filming so that the Production Company can make all arrangements necessary for the production of the Programme, to promote and distribute the Programme in all media worldwide. The Production Company may provide the personal data to S4C and any other broadcaster of the Programme for the purpose of administration of Programme information and to meet compliance or legal obligations. The personal data may also be shared with distributors, professional advisors and financiers of the Programme (Other Third Parties). Where my personal data is shared with S4C, S4C will process that data in accordance with the S4C Programme Privacy Notice *[the Company to insert link]*.

Where medical information or any other information known as “Special Category Data” (information regarding race, ethnic, political opinions, religious beliefs, trade union membership, sexual orientation, genetic or biometric data) is provided, I agree that the Production Company is entitled to use this information to make the necessary arrangements for the production of the Programme and in accordance with the terms of this agreement.

I acknowledge that it is necessary for the Production Company, S4C and Other Third Parties to process the personal data for the purpose of administration of this contract between me and the Production Company and that it is in the legitimate interests of the Production Company, S4C and Other Third Parties to process the personal data to make, promote, broadcast and exploit the Programme (which may contain the Contribution). Where copies of the Programme and the personal data are kept for archive or regulatory purposes, I acknowledge that these actions are necessary to comply with legal obligations and/or for historical/public interest purposes. These shall be the legal basis for the processing of the personal data.

This Agreement is to be governed by and construed in accordance with the laws of England and Wales and the parties hereto submit to the exclusive jurisdiction of the English and Welsh Courts.

SIGNED\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE \_\_\_\_/ \_\_\_\_/ \_\_\_\_

By Contributor