

PRIVACY POLICY

Copy of 'Appendix C: Data Protection Policy'

1. The Actor has supplied (and will keep supplying) the Agency with personal information including their full name and address, phone number, bank details, DOB, National Insurance Number, VAT Registration Number (if applicable), a copy of their passport, their employment history, as well as photos and videos.
 - a. All personal information (incl. photos and videos) used to promote the Actor for work are stored by the Actor (or the Agency on behalf of the Actor) on Tagmin. Additional files may be stored by the Actor or the Agency in the Actors folder on the Agency's Drive. All data is accessible and amendable by the Actor at any time.
 - b. Promotional data may additionally be stored in a folder on the Drive dedicated to 'Marketing', used on the Agency's website and the Agency's Social Media channels.
 - i. The Actor may ask for a copy of any non-publicly (i.e. Agency's website and Social Media channels) available information to be sent to them at any time. The Actor can ask for any promotional data stored on the Drive to be deleted at any time. The timescale for this is up to 30 days.
 - ii. The Actor may ask for any publicly available information suggesting an active promotion of the Actor through the Agency at that time, to be deleted at any time. The timescale for this is up to 30 days.
 - iii. Publicly available information suggesting a previous promotion of the Actor through the Agency, such as news and Social Media posts prior to the data the deletion of information is requested, will not be deleted by the Agency, even if the agreement between the Actor and the Agency is terminated.
 - c. Booking related data, such as contracts or additional booking related information, are stored on Tagmin and will, on request, be sent to the Actor at any time. The Actor can ask for any non-legal documents to be deleted at any time. The timescale for this is up to 30 days. Legal documents, such as contracts, NDAs or other agreements, will be stored even if the agreement between the Actor and the Agency is terminated and will not be deleted.
 - d. A digital copy of the signed agency agreements is stored in a dedicated folder on the Drive. An identical copy is available to the Actor on Tagmin. The signed agency agreements will be kept even if the agreement between the Actor and the Agency is terminated. They will not be deleted.
 - e. Information needed and used for invoicing and accounting purposes are stored and processed through Xero. The Actor can at any time request a copy of the stored data and can ask for the data to be deleted. The timescale for this is up to 30 days.
 - f. Data collected during the application process of an Actor, whether successful or not, is stored in a folder on the Drive dedicated to 'Recruitment'. This information will automatically be deleted after 3 years. The Actor can ask for a copy of this data as well as the deletion of it at any time. The timescale for this is up to 30 days.

2. The Actor understands that no information is stored by the Agency anywhere apart from the above mentioned sources.
3. Should a Data Breach occur the Agency will report it immediately to the Information Commissioners office.
4. The Data Protection Officer for the Agency is Eva-Marie Becker.