

### **NHA GDPR- Actor Policy**

Nancy Hudson Associates Limited is committed to protecting and respecting your privacy. When you entrust NHA with your personal information we take appropriate steps to ensure it is treated securely.

This Policy is in line with the new General Data Protection Regulation (GDPR), ICO requirements which come into effect on 25<sup>th</sup> May 2018. This Policy may periodically change in keeping with the European-wide law and you will be notified by email if and when any changes are required. Any questions regarding the Policy and NHA's privacy practices can be sent by email to [agents@nancyhudsonassociates.com](mailto:agents@nancyhudsonassociates.com) or you can call the office on 0207 499 5548.

This Policy explains why we collect personal information about people we represent and those who work with and for us. It also explains how we use it, the conditions under which we may disclose it to others and how it is secured.

Nancy Hudson Associates Limited (NHA) is a theatrical agency, which represents professional actors and creatives across the genres of TV, Film, Theatre, Musicals, Voice Over, Radio, Commercials, Choreography, Direction and Casting both nationally and internationally. NHA is registered at 50 South Molton Street, Mayfair, London. W1K 5SB. Registered Company No. 3721384.

When you agreed to be represented by NHA we collected information from you via the completion of the Client Form, email, telephone, selftapes, written correspondence, verbal and all other methods of communication.

The personal information we collect includes: name, address, email address, work history, bank details, national insurance number, Passport details, Tax codes, Equity number, Equity Pension details, gender, ethnicity, photographs, measurements, and other necessary information which enables NHA to promote your career and facilitate work prospects. You have the right to request a copy of what information NHA holds about you at any time.

Your personal information may be used for, but not limited to, the following purposes:

- Submit you for work opportunities.
- Discussion and negotiation of salary and/or fees.
- Discussion within the NHA office, verbal communication and/or email with casting directors, directors, producers and other creatives involved with the process of pursuing employment on your behalf.
- Discussion with lawyers/legal departments if applicable.

# NANCY HUDSON ASSOCIATES LIMITED

- To execute our obligations arising from any contracts entered into by you and through NHA on your behalf.
- Process of a grant or job application.
- HMRC reporting.
- Notify you of any changes on the services we provide.
- Discuss with you the services we provide.

We are legally obliged to hold certain types of information on you to meet our statutory obligations; an example of which is your Passport to comply with the Immigration Act 2016 when starting new employment. We shall retain your personal information on our systems only for as long as necessary for the relevant activity, or as long as it is set out in any relevant contract you hold with NHA or a third party. NHA shall review its retention of such data on a regular basis.

NHA shall not sell or rent your information to any third parties.

NHA may pass your information to third party providers including, but not limited to; Agent File/Tagmin (password protected online management data base systems which manages your availability), agents sub contactors and other associated organisations for the purposes of providing our services to you. However, when we use third party service providers, we shall only disclose the information that is essential to deliver our service. NHA shall never release personal information to nong work related third parties for them to use for their own direct marketing purposes, unless you have explicitly requested NHA to do so, or unless we are required to do so by law.

Nong sensitive details (email addresses etc.) are usually transmitted over the internet and this can never be guaranteed to be 100% secure. Consequently, whilst NHA makes every endeavour to have the appropriate malware/virus protection installed, we cannot guarantee the security of any information you transmit to us, and you do so at your own risk. NHA shall continue to make best efforts in ensuring your data is secure on our systems.

The NHA website may contain links to other websites run by other organisations (Spotlight, IMDB etc.). This privacy policy only applies to the NHA website, so you may wish to read the privacy statements on other websites/platforms your details are held. NHA is not responsible for the practices and privacy policies of any other sites even if accessed via the NHA website. The same rule applies if you accessed the NHA website from a thirdg party portal. NHA is not responsible for the practices, privacy policies, owners and operators of any other sites, so we encourage you to check any thirdg party sites for their data protection policies.

# NANCY HUDSON ASSOCIATES LIMITED

As NHA works at an international level the information, which you provide to us, maybe transferred to countries outside of the European Union ("EU"). Examples of which could be: our servers are on occasion located outside of the EU, or we are submitting you for projects that are filmed/broadcast outside of the EU. These countries may not have similar data protection laws to the UK. By submitting your personal data, you are agreeing to the transfer, storing and processing of said data. If we transfer your personal information outside of the EU, we shall take steps to ensure that appropriate security measures are taken with the aim of ensuring that your privacy rights continue to be protected as outlined in this Policy where possible.

If you use NHA services whilst you are outside of the EU, your information may be transferred outside the EU to provide you with those services.

As a company we are responsible for meeting the GDPR obligations and ICO requirements and have all the requisite policies and procedures in place to adopt 'best practice' in our commitment to implementing GDPR.

In agreeing to being represented by NHA you consent to the terms outlined in this policy with regards to NHA holding and processing your personal data. You have the right to withdraw consent. Please call the office if you need to discuss further.

Policy reviewed May 2018.