### **The Talent Beam (TTB)**

## **Privacy Policy**

The Talent Beam (TTB) are committed to safeguarding the privacy your privacy online. Please read the following policy below to see how your personal information will be treated.

#### How do we collect your personal information from you?

In order to register with TTB, we will collect information one way, which is through the application form on our website.

Any information provided to us via our email address (<a href="hello@thetalentbeam.co.uk">hello@thetalentbeam.co.uk</a>) during initial enquires will be deleted once responded to and the enquiry has dealt with.

#### How is your information used?

The details we collect from you via our application form, which includes photos, are to enable the Agency to gather as much information for you, in order to assist in securing you a employment. This information is then put onto our database in order for us to match you to Casting Director briefs. In order to license your child (under 18s) for modelling/acting we may ask for your child's school details and details or previous work they have undertaken. Please be assured that we will never ask you for any details that we do not need, and we will never share your details with anyone who is not a Direct Client, Casting Director or your Local Licensing Authority.

If you do not decide to go ahead with registering with us after your initial application, all your details will be deleted and no information will be stored.

#### Who is collecting your information?

When you provide your information via our application form, you are sharing that information with TTB team – Lisa-Marie Jobson, Leanne Mager and Amy Garrett-Ingram. We can ensure you that we will treat all personal data as confidential and will not process it, other than for legitimate purposes.

If at any time you wish for us or any company associated with us to cease processing your personal data, please contact us on <a href="mailto:hello@thetalentbeam.co.uk">hello@thetalentbeam.co.uk</a>.

#### Where will your information be shared?

We will only discuss or share any information provided to us with our Direct Clients/Casting Directors/Local Licensing Authority for the purpose of us as your Agent, representing and securing employment for you.

We will only discuss a child's details with the legal guardian of that child. We will also only respond to the email address listed on the child's profile, regarding any matters.

#### Do we use cookies?

We do NOT use cookies on our website.

# What kind of security precautions are in place to protect the loss, misuse or alteration of your information?

No data on the internet is 100% secure. Although TTB strive to protect your information, we cannot completely ensure the security of the information you provide to us, so therefore any information you provide to us is at your own risk. Each client will have their own personal log in to access the website. You are responsible for maintaining the secrecy of your password and any other account information.

Never disclose your passwords to anyone and keep your records in a safe place, away from your computer.

#### **Data Protection Policy**

We are a GDPR compliant Company and therefore set out to comply with the Data Protection Act 1998. The Talent Beam are the data controller and hold all personal details of the model/artiste (as well as personal and contact details of the parent/guardian for under 16's) as outlined on our registration form you complete upon acceptance, in order to provide our clients with the necessary information they require when selecting a model/artiste for their assignment. We will share these details where appropriate with our clients, where deemed applicable for the assignment. All model/artiste's personal and sometimes sensitive information such as appearance details, date of birth, allergies, dietary requirements, skills, talents and more will be shared with clients making bookings in order to ensure bookings are made properly and correctly. Our clients include production companies, freelance production workers, photographers, film/TV/theatre companies and advertising agencies. We must hold personal data on file for a period of 6 years from time of removal, after which time it is deleted permanently. By joining The Talent Beam, you are also signing up to our mailing and text service, which we use to send agency information out relevant to you. We do not share your information with third parties. If you do NOT wish to be registered to this mailing and text service and cease receiving job notifications, please email hello@thetalentbeam.com to OPT OUT.

If you have any questions or queries, please contact us by email – <a href="mailto:hetalentbeam.com">hetalentbeam.com</a>.

#### **Privacy Policy Amendments**

Amendments to this privacy policy may change time to time, so it is important to keep checking regularly to ensure you are happy with any changes. We may email you to notify you of any changes.