

ARDENT TALENT

Privacy Notice and GDPR Policy

Our contact details:

Name: Ardent Talent

Address: PO Box 315, St Leonards. TN38 1LJ

E-mail: contact@ardenttalent.co.uk

How we store your personal information and the type of data we collect from you.

Clients:

We need to retain on file our clients' essential personal data in order to do our work as an agency. For submissions, jobs, auditions, to negotiate contracts, to make applications for child performance licences and to make payments to our clients we require certain personal data.

All data collected is retained on Tagmin. Tagmin is a secure, password protected database specifically designed to protect personal data such as (but not limited to) phone numbers, email addresses, home addresses, nationality, religion, school, dates of birth and bank details. Clients will be requested to add their data into Tagmin and set up a password protected account. We will also occasionally keep electronic and/or hard copies of certain documents required for performance licensing namely signed medical declarations, birth certificates, scans of passports, scans of visas and photos.

Agency Applicants:

Our application process is via email. When we receive applications, we will need to keep this data on file whilst we decide whether we can offer representation. This data includes (but is not limited to) photographs, home address, email addresses, date of birth and video and/or voice recordings.

We will retain this data until we have decided regarding an application. Should we decide not to proceed we will then delete all data. Regrettably we cannot hold any data from applicants who do not subsequently sign to Ardent Talent.

Sharing Data

Who we share your data with and why.

We are compliant with GDPR and require third parties to confirm that they are also GDPR compliant before we share any personal data with them. We will only ever share information that is essential for engaging a client on a specific production, and we expect this data to be securely deleted as soon as it is no longer required.

We will only share data with verified individuals who require it, including (but not limited to) casting directors and their assistants, producers, legal departments, production coordinators, children's administrators, assistant directors and local education authorities for processing of performance licenses.

Data from applicants is not shared with any third party without additional specific consent from the applicant.

After termination a client's contract with Ardent Talent:

Once representation has ended on an agreed date, we will delete electronic copies of all documents within seven working days of the date of termination with the exception of scanned contracts and agreements relating to work done within the agency and the associated granted performance licences. Hard copies of documents containing personal data will be shredded within seven working days.

Data Controller:

The Data Controller is Sarah MacDonnell. She can be contacted by email at contact@ardenttalent.co.uk.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

Your consent. You can remove your consent at any time. You can do this by contacting the Data Controller.

You also have the right to appeal to the Information Commissioner Office (ICO) if you feel that your data is being mis-handled.