

CAROUSEL

MANAGEMENT

PRIVACY POLICY

Introduction

The General Data Protection Regulation (GDPR) is a legislation that aims to give residents more control over their data. The purpose of this policy is to inform you of how we collect, use, share, secure and process your personal data.

This policy statement applies to anyone working on behalf of Carousel Management, including senior managers and the board of trustees, paid staff, volunteers, sessional workers, agency staff and students.

What data do we collect?

- Data you give us when you join the agency or send us an update:
 - name and address of the artist and the artist's parents
 - contact details of the artist's parents
 - statistics about the artist, such as eye colour, height, hobbies and interests
 - sensitive personal data about the artist, such as ethnic origin, medical conditions and dietary requirements
 - dates when the artist is available or unavailable to work
 - details of the bank account into which you would like payments to be made
- Data generated by your involvement with the agency:
 - headshots and other photographs of the artist
 - details of castings, auditions and jobs worked
 - data from publicly available sources, such as coverage in the media
- Data generated by your use of the web site:
 - logs of web site access and sessions, which includes essential cookies
 - logs of updates, such as an artist's height or availability being updated by a parent

How and why do we use your data?

Our primary reason for using your data is to help artists find work:

- to match artists to the requirements of castings, auditions and jobs
- to ensure artists are available to attend castings, auditions and jobs
- to ensure artists are appropriately licenced for castings, auditions and jobs
- to support the smooth operation of castings, auditions and jobs
- to send you payment for paid castings, auditions and jobs
- to offer skills and training to artists

If we have your permission to do so, we may also contact you to let you know about opportunities that we think may be relevant and of interest to you.

Do we share your data?

We will never sell your personal details for any reason.

We may share your details with contractors or suppliers who help us find or provide work for artists, or who help us provide skills and training for artists, such as:

- casting directors or others performing similar roles
- producers or others performing similar roles
- licence processing companies or local authorities
- Spotlight or other platforms helping match artists to work, or providing skills or training
- our bank, in order to pay you for paid castings, auditions and jobs

We may share any information with authorities where required by law.

How do we keep your data secure and up-to-date?

- Paper records are kept in a secure, locked location.
- Electronic records are protected by password.
- Electronic records of sensitive data are also protected by encryption, including backups.
- Where data is processed by a third party, the third party will be reputable and bound by the same privacy policy as we are.
- We periodically ask artists' parents to check that the information we hold is valid, and to correct any data which has become stale or invalid.
- Our web site is accessed using HTTPS, the same secure protocol used by banks.
- Passwords used by the website are encrypted using a one-way salted hash, which means it is extremely unlikely that we (or anybody else) would be able to decrypt them.
- In the unlikely event that our systems are ever breached, we will notify you (and, where appropriate, the ICO) as soon as we become aware of the breach.
- When artists leave our agency, we will retain their details for whichever of the following is longer:
 - 7 years (6 years of retention plus the remainder of the current administrative year);
 - the last date when any work the artist has done while under our management is likely to be used or renewed by the client or production company.

What rights do you have?

- Parents can view the artist's profile at any time by logging into the web site.
- Parents can update some aspects of the artist's profile directly on the web site.
- Parents can update all other aspects of the artist's profile by e-mailing kids@carouselmanagement.co.uk
- You can give or withdraw permission for us to contact you to let you know about opportunities that we think may be relevant and of interest to you, by e-mailing kids@carouselmanagement.co.uk
- All cookies used on the website are essential to the website's functionality.
- To make a subject access request, e-mail kids@carouselmanagement.co.uk

Is there anything we can't control?

- Our website may contain links to other websites, such as Spotlight or other external providers. These websites will have their own privacy policies. Although we take care to keep all such links up to date and relevant, we can not be held responsible for any content found on external websites.

How can you contact us about this?

- Please e-mail kids@carouselmanagement.co.uk