

**Sandra Singer**  
**Trading as**  
**Sandra Singer Associates & Singer Stage School**

**GDPR**

You aware that there is a new legislation coming in from May 26<sup>th</sup> by the EU called General Data Protection Regulation 2018.

It is protection for everyone with the way that your personal data is held. Which is something we take very seriously here in my company.

I have taken advice from Equity, Spotlight, Chamber of Trade. BTMK, Education licensing offices and Sage regarding my responsibilities on your behalf.

**SCHOOLS & AGENCIES**

In the business that we are in it is essential to hold personal details of our clients and students so that we can obtain work and opportunities on your behalf.

It is also essential even after clients complete any contract, or leave the agency or school that I keep contact information, copies of contracts, so that when residuals are paid to us on your behalf so we can pay the fee to you. Some of our clients are still getting residuals from programmed over 10 years ago? This payment would normally be by cheque, as we would not have your up to day bank details.

Because you have contracts and terms and conditions signed with me, or have done for previous work we have been involved in. I have been advised of the following:

'If a contract already exists you do not necessarily have to get any consent.

For example, where that processing is necessary for the performance of a contract, Or in the legitimate interests of your business/or the client/student'.  
Or, if your clients are on any form of contract with you,

**BEING ACCOUNTABLE:**

On behalf of all our students and clients you are all aware the way we obtain your information is because you give it to us freely. You fill out forms when you join the school and our agency, which have your names, address, telephone, email (and sometimes social media address) date of birth, photographs, images, video, parents' names etc.

With our clients if we have to obtain an Educational License on your behalf, or arrange travel or similar services we sometimes also hold a copy of your birth certificate, school "Absent" letter, passport and bank details too.

We only keep bank details of clients we pay on a regular basis on our Barclays Bank Internet business account (password protected/pin generator only access site) via our main computer, not on any mobile devices.

All of this database information is kept in our office on an external hard drive. We use this information to email you (mainly) with the terms passwords for invoices, newsletters and other notifications. We tend to contact you by phone and Internet for castings where possible.

Unless you are working with a client on a project no details are ever shared with a third party. In my office only Aimee, Jan (my bookkeeper) and I can obtain any of your trusted information when we need to either pay you, or contact you and to be able to do the job of representing and training you.

As you are aware when you work with a client then we have to give them information, which is in the form of a **client starter form**. This has name, address, date of birth and contact telephone numbers. Then the company you are working for would contact you direct to make arrangements regarding transport, call sheets etc..

When we license a client (talent) with an Education Authority we have to send (under 16) them with birth certificates and if working abroad passports too. Along with part one and two to the council.

But you have given your permission by way of forwarding the information to us in the first place for the job.

### **OUT OF OFFICE**

We have a stage school computer that comes in from our office on a Saturday to stage school. That computer is ONLY used with one database (that doesn't go on line) this document has only the student name on. NO contact details such as address etc. The document on the machine has a list of classes and payment you have made,. No details are on there regarding any bank details etc. The computer is password protected.

### **HARD COPIES:**

Our Talent Contracts, Contracts and written agreements are kept in a locked filing cabinet in our offices.

### ***How We Use Your Personal Information (Data Protection)***

*All personal information that We may use will be collected, processed, and held in accordance with the provisions of EU Regulation 2016/679 General Data Protection Regulation ("GDPR") and your rights under the GDPR.*

*For complete details of Our collection, processing, storage, and retention of personal data including, but not limited to, the purpose(s) for which personal data is used, the legal basis or bases for using it, details of your rights and how to exercise them, and personal data sharing (where applicable), please refer to Our Privacy Notice available from our Web Site or a copy can be provided on request.*