

Latest update: July 2018

THE ACTORS' GROUP LTD

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PRIVACY STATEMENT

THE ACTORS GROUP LTD – ABOUT US

The Actors' Group Ltd is a registered cooperative society based in Manchester. We represent actors who are based in the North West of England and we work on a co-operative and not-for-profit basis. Our members are self-employed actors who seek acting work not only for themselves but for their fellow co-op members. We are all involved in the running of the agency and work as a close-knit team.

When an individual provides us with their personal details, we will ensure we store them securely and use them only for the purpose they are provided for.

The legal bases we rely on

The law on data protection, based on the General Data Protection Regulation and formerly the Data Protection Act, sets out a number of different reasons for which a company may collect and process personal data, including: legal; consent; contractual obligation, legitimate interest.

Fulfilling our legal obligations to the FCA and HMRC

MEMBERS' INFORMATION

When a new member joins, we will ask for their consent to hold their personal details on file.

We need to hold personal details for current members, for the following reasons.

Statutory Registers

We have a legal obligation to keep a member's name, address, date of birth and date of joining the co-operative on our statutory Members' Register and (if applicable) our Directors' Register for a period of 10 years (the register includes ex-members). The Financial Conduct Authority (FCA) can request to view this document.

Annual Return

Our Annual Return to the FCA will list our Board Members (Directors) and Management Committee (other members who hold key roles). If the member becomes a Board Member or a member of the Management Committee, we would include their personal details on our return (name, address, date of birth, date of

joining the co-operative). You will be informed of this at the time of compiling the Annual Return.

Accounts records & HMRC

We have a legal obligation to keep our accounts records for 7 years from the end of the most recent financial year end, along with supporting evidence eg invoices / receipts. If we pay the member via The Actors Group bank account, our accounts will include some personal detail such as the member's name and bank account details.

Members frequently also pay money into the co-operative for acting work which has been paid directly to them by a theatre company/film/tv/roleplay company. Our accounts records will evidence where the funds have come from ie member's name and bank account details.

Fulfilling our contractual obligations to the member

In accordance with our membership agreement, we search for work for the member, organise castings and jobs, and process payment. For this reason we need to retain personal data, as follows:

Paying members' monies to them

We are likely to need to pay the member for work negotiated by the co-operative and will therefore need to keep the member's details, including bank details, on file. If the member leaves the co-operative, we may need to pay them contract renewal fees or royalties on jobs negotiated through the co-op, so we would also need to retain a member's bank details and contact details if they leave the co-operative.

Our database – Active Agent

We use a database to record members' information and to log submissions, castings and work.

Submitting the member for work

When we submit a member for castings, we may need to take into consideration some personal detail eg where they are based, age, appearance. We may use some of the personal detail we hold about the member in order to submit them for work appropriately. Personal detail would only be given to the caster if appropriate and may include CV, photo, showreel, voicereel, age (not date of birth) and the general area in which they are based. We do not give out personal contact details without asking the member's permission first.

Negotiating contracts

When we are negotiating work contracts on a member's behalf and organising the logistics of a job, we might ask them to give some of their personal details to the "hirer" they are working for eg home address to send a script or contract directly. We will ask the member's permission first. It is common for film production companies to request a copy of the main passport page in order to verify ID and right to work in the UK and in this instance we will request a scanned copy of ID from the member, which we do not hold on file.

Members' CVs

In order to promote our members and their suitability for castings. Our website includes direct links to members' Spotlight CV's. These include photos, videos, showreels and other information about members skills. (They do not include direct personal contact information.) The availability of this information is key in the search for work.

Meeting the legitimate interests of the co-operative

Internal Communication

We communicate amongst our small team of members using our personal email and phone numbers.

Social media

We currently use Twitter and Facebook. Our Publicity Team will liaise with the member on what they are happy to publicise in terms of their work. We ask that all posts on behalf of the co-operative are work-related rather than personal. We don't release personal contact details in our posts or tweets.

NON-MEMBERS' INFORMATION

Ex-members

If a member leaves the co-operative, we would need to retain some personal details for: our statutory Register of Members (see above); to pay royalties or contract renewals; for our accounting and HMRC records (see above). We do not need to retain CV's, photographs or videos. If a member leaves, we ask that they please keep us up to date with their contact details for the above purposes. We will provide a consent form for leavers for this purpose.

New Applicants

We regularly receive applications for representation, which may include name, phone number, address, CV, photo etc. We only retain this information for as long as we need to in order to process the application, we don't pass it to anyone outside the co-operative, and will delete it when no longer required.

Other non-member personal information

Many of our contacts use personal email and phone numbers for work purposes eg production teams, casting directors, directors and other actors. We hold such information carefully and it is used on a work basis, for the purpose for which it was given and in order to comply with our contractual obligations eg arranging a casting or a job for one of our members.

In certain situations we require data from non-members to pursue our legitimate interests in a way which might reasonably be expected as part of running our

business and which doesn't materially impact on their rights, freedom or interests. For example, if we have worked with them before in terms of supplying an actor for casting or work purposes, we may keep their details on file in order to contact them about future projects which they may be casting.

WHEN DO WE COLLECT PERSONAL DATA?

- When someone visits our website, our website host, Wix, collects information which tells them how their websites are being used and how they can improve their service. This is done through the use of "cookies".
- When an individual engages with us on social media, we may then receive their twitter or facebook address for instance.
- When a "hirer" contacts us to audition, enquire about or book one of our members, we would need to take some contact details from them for this purpose.
- Sometimes when we submit a member for a job with a "hirer" (if this is done directly to the hirer rather than via Spotlight Link.), we may email or phone them directly, and then would need to log their contact details for future use within the scope of our legitimate interests.
- When someone joins the co-operative, we ask for their personal details in order to update our Registers and our financial records and comply with our legal and contractual obligations. We will issue a consent form to new members for this purpose.
- When someone leaves the cooperative, we retain their name, address, date of birth and bank details if residuals or royalties will be due. We will issue a leaver's consent form for this purpose.

HOW DO WE STORE DATA SAFELY?

Members' data is held securely on a password protected computer which are also protected with anti-virus software. Hard copy information may be kept in certain instances in our locked office (*June 2018; we plan to buy a lockable filing cabinet to further enhance security*). Our office is locked when not in use. The office landing door is key code protected. The entire building is locked when not in use and under the surveillance of an on-site caretaker. The information held on our office computer is backed up to the Cloud regularly.

Active Agent

Members' personal information is also stored on our dedicated database, Active Agent. The data is stored on a secure server hosted by qbicinternet. It is accessed via SSL by client machines (eg the office computer). That means that data traffic is encrypted before it is sent back and forth between server and client machine when we are adding / updating information. This makes it difficult for others to intercept. Access to the data is limited to: i) The Actors' Group Ltd staffers who have been granted access, ii) the system's designer, for trouble-shooting and emergency access purposes.

When a member leaves the co-operative, their rights to access Active Agent are immediately revoked.

Email

Some personal information will be transferred by email. Our email account is password protected. We delete emails when no longer needed.

Our members have access to our email account. When a member leaves, the password is immediately changed.

Member handbook

We have guidelines which we ask our members to follow regarding keeping personal information safe when they are working in our office. (June 2018); We are currently pulling this together into a handbook for members. When members join us, they are asked to sign up to agree to follow this guidance.

Due to the nature of our team venture, some members work from home regularly on tasks for the co-operative. Members can access The Actors' Group Ltd email and database from home. We issue members with guidelines regarding keeping members' personal information safe when working remotely.

RETENTION POLICY

We aim to only keep personal information that we need to keep in order to carry out our work and represent our members. Statutory Registers must be kept for 10 years from the date the member joined the co-operative. This applies from the date the co-operative was registered as a co-operative society (November 2017). This legal obligation does not apply to ex-members who left before the co-operative became a registered body.

Accounting information for the HMRC must be kept for 7 years. We will delete such personal information after this time period has passed unless it is needed on an ongoing basis to pay the ex-member royalties and residuals.

Some personal details must be kept on an ongoing basis in order to pay royalties or residuals owed to the ex-member.

Whenever a member leaves the cooperative, we look at the information we hold on them and delete whatever we decide that we do not absolutely need to retain. The personal information we hold on our ex-members needs to be up to date. We ask that all ex-members please keep us informed of changes to any of their contact details.

YOUR PREFERENCES

You have the right to see the personal data we hold about you, to check it is correct, to restrict it or request that it is deleted. If you have a complaint, you have the right to complain to the Information Commissioner's Office www.ico.org.uk. If you do not want us to store your personal information, or you have any queries, please get in touch with us on 0161 834 4466 or enquiries@theactorsgroup.co.uk. As a small not-for-profit co-operative, we do not have a dedicated Data Protection Officer,

therefore we ask that you direct any queries to the attention of the Chairperson via the above contact email address or phone number.

If you request that your personal information be deleted from our records, we will consider your request and balance it against any contractual or legal obligations we may have.

UPDATES TO THIS PRIVACY STATEMENT

This information was compiled in July 2018. It may be necessary to update this information from time to time to reflect changes to our practice or to our legal obligations. Please contact us via the above email/phone for the most up to date statement.

THE ACTORS' GROUP LIMITED
REGISTERED IN ENGLAND AS A CO-OPERATIVE SOCIETY UNDER THE CO-OPERATIVE AND
COMMUNITY BENEFIT SOCIETIES ACT 2014
REG NO. 4432