**KMC ARTIST MANAGEMENT LTD Privacy Policy**

KMC Artist Management LTD

68 Quay Street, Manchester. M3 3EJ

(t) 0161 237 3009

(@) office@kmc.management

This Privacy Notice lays out how we collect and use your personal data before and during your engagement with us as a client of KMC ARTIST MANAGEMENT LTD.

**The type of personal information we collect**

We currently collect and process the following information:

* Personal contact details such as name, title, addresses, telephone numbers, and personal email addresses.
* Date of birth, gender and/or age, your nationality and/or citizenship status.
* Emergency contact information and next of kin.
* Your marital status, family, lifestyle or social circumstances and other affairs, if relevant to the agency client relationship.
* National Insurance number/ UTR Number.
* Trade union membership.
* Bank account details.
* Copies of your identification – Driving License / Passport etc.
* Photographs.
* Details of your personal calendar and schedule including holidays and work hours.
* Casting information such as headshots, body measurements, and skin, hair and eye colour.
* Information about your race or ethnicity, religious beliefs, sexual orientation and political.
* Documents pertaining to your submission to the agency such as CV/ Headshots/ Cover Letter
* Past employment such as employment records, project details, job

 titles, work history, working hours, holidays, training records and professional memberships)

* Information about criminal convictions or offences
* Filmography
* Manuscripts
* Contracts
* Payment and fee details
* Merchandising, commercial tie-up rights, advertising, intellectual property rights.
* Details of contractual negotiations conducted on your behalf with third parties
* Disputes, disciplinary and grievance information relating to projects/employment/work you are or have been involved in with third parties
* Information about your health, including any medical condition, health and sickness records
* Details of your assets and beneficiaries.

**How we get the personal information.**

Most of the personal information we process is provided to us directly by you in one of the following ways:

* Information provided by yourself to us in your initial contact with the agency (ie. Providing us with your CV/ Headshot/ Showreels and personal details).
* From information you provide to us the in the signing process with KMC Artist Management (Commercial Details Form, Measurements Form, Personal Details Form etc).
* Information given to us via email/phone calls/text/ in person interactions as part of the agency/client relationship.
* Information provided from yourself that is included in contractual agreements between yourself and third parties.

We also receive personal information indirectly, from other sources such as:

* Information about you that is available from public sources (ie. Spotlight, Wikipedia, IMDB, public social media platforms)

**Why we have the personal information.**

We use the information that you have given us primarily to fulfil our duty as your assigned agent.

The processing of your personal data is necessary to perform the terms laid out in a client’s agency contract or to enable us to take steps at your request prior to entering into an agency contract:

* Determining whether you would be a suitable client for our agency.
* Determining the terms of our agency contract with you.
* To enable us to contact you.
* To represent you as a performer.
* To find and put you forward for new projects and work engagements.
* To create or assist in the editing of an artist/performer profile on casting databases such as, but not limited, to Spotlight, Castapp, KMC Artist Management official website etc so that we can easily forward your profile onto third parties such as casting directors to find and put you forward for new roles and projects.
* Negotiating the terms of your engagement with third parties including (but not limited to):
* The scope of your services
* Fees, payments and royalties
* To negotiate your intellectual property rights, licence fees and royalty payments
* Work benefits and expenses
* Working hours, dates of the engagement
* Work environment
* Disputes
* Publicity
* To negotiate your intellectual property rights, licence fees and royalty payments
* To collect and receive payments on your behalf, to undertake invoicing, to collect and pay VAT and to deduct our commissions
* Making arrangements for the termination of any agency client relationship.

**The sharing of your personal information:**

We may share your personal information with third parties.

We will not share or use your personal data in a way you would not expect under the terms agreed in your agency contract. We require such third parties to respect the security of your data and to treat it in accordance with data protection legislation.

A situation where we will often provide your personal data to third parties is where it is necessary to perform the agreements laid out in our agency contract with you such as where we put you forward for new projects/engagements where certain categories of your personal data are required by a third party in order to determine your suitability for the proposed project.

We may also share your personal data with third parties where required by law or where we have another legitimate interest in doing so.

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

**(a) Your consent. You are able to remove your consent at any time. You can do this by contacting Lindsey Bradicic at** office@kmc.management

**(b) We have a contractual obligation.**

**(c) We have a legal obligation.**

**(d) We have a vital interest.**

**(e) We need it to operate as your agent**

**(f) We have a legitimate interest.**

**What if you don’t want to share your personal data with us?**

If you fail to provide certain information when requested, we may not be able to perform the terms in your agency contract we have entered into with you and will be unable to successfully work as your agent.

We may also be prevented from complying with our legal obligations to you (putting you forward for work engagements/paying you).

**What should you do if your personal data changes?**

You should tell us, so we can update our records. The contact details for this purpose are stated at the top of this document.

**How we store your personal information**

Your information is securely stored.

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal data on our instructions, and they are subject to a duty of confidentiality.

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of the agency client agreement and satisfying any legal, accounting, or reporting requirements.

To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements

**Your data protection rights**

Under data protection law, you have rights including:

* **Your right of access** - You have the right to ask us for copies of your personal information.
* **Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
* **Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.
* **Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.
* **Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.
* **Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at KMC ARTIST MANAGEMENT LTD, 68 Quay Street, Manchester. M3 3EJ, (t) 0161 237 3009, (@) office@kmc.management if you wish to make a request.

**How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us at KMC ARTIST MANAGEMENT LTD, 68 Quay Street, Manchester. M3 3EJ, (t) 0161 237 3009, (@) office@kmc.management

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO’s address:

Information Commissioner’s Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>

**If you have any questions about this Privacy Notice, please contact the Head Agent, Lindsey Bradicic using the contact information at the top of this document.**