



## *Privacy Policy*

This Site and related Services are provided by Take 3 Agency, with registered office at -, UK and registered in England and Wales under Company Number: -

By using Take 3 Agency's Site(s) and Services, you agree to the terms and conditions below and our 'Site Terms and Conditions', which are subject to change from time to time.

### **Definitions:**

"Artist" means a person who has registered themselves on our Site(s) as a background artist, actor, performer or SPACT.

"Hirer" is someone looking to book an Artist via Take 3 Agency

"Content" means the information and other material or applications within our Site(s)

"Services" means services provided by Take 3 Agency Ltd that may be made available by us from time to time

"Site", "Site(s)" means the sites located at [www.take3agency.com](http://www.take3agency.com)

"You", "you", "Your", "your" means you the person, firm, company or organisation browsing and/or using the Site(s)

"Us", "us", "We", "we", "Our", "our" means Take 3 Agency Ltd

### **EU General Data Protection Regulation 2018/679 (GDPR)**

Take 3 Agency Ltd is committed to protecting the privacy of its Artists, Agents and users. This privacy policy explains where and why we collect personal information and is intended to inform you on how we plan to utilise it. All your personal information will be held and used in accordance with the EU General Data Protection Regulation 2016/679 (GDPR).

This Privacy Policy sets out the type of information we collect, what it is used for and the rights you have in relation to this information. By using this Site(s) and registering for any of our Services, you accept the terms of this Privacy Policy.

This Privacy Policy should be read in conjunction with the 'Site Terms and Conditions' as well as the 'Terms and Conditions for Registered Artists' or 'Terms and Conditions for Agents'. Your continued access and use of this Site(s) will mean that you agree to our current Privacy Policy.

## **Information on this Site**

Whilst we make every effort to ensure that the information on our Site(s) is accurate and complete, most of the information is supplied to us by you or third parties and we are not able to check the accuracy, validity or completeness of that information. We do not accept any liability arising from any inaccuracy or omission in any of the information on our Site(s) or any liability in respect of information on the Site(s) supplied by you, any other website user or any person.

## **What Personal Information do we collect?**

Take 3 Agency Ltd will collect personal information from you when you register or otherwise use our Site(s). We may also collect information from you if you access or use our Site(s) other features or in communicating directly with us. We may process data including all the personal information provided by you when registering, completing or updating your registration, forms, details or profile and when using our Site(s). We collect information about you to process your order, manage your account and, if you agree, to email you about other products and services we think may be of interest to you.

Please note that you should never include any personal data on your profile that you would wish to remain private.

## **Information Submitted by You**

We will use information supplied by you (including, without limitation, sensitive personal data) to aid the promotion, reviewing and hiring of Artists and associated administrative functions made through this Site(s). This involves us among other things, processing and storing information (including, without limitation, sensitive personal data) and passing or making available online such information to production crew, companies or third parties assisting them in the booking process. We may use third parties to help process your information as part of the intention of booking you in work. We may collect and aggregate information with selected third parties. You consent to us using information provided by you (including, without limitation, sensitive personal data) in each of these ways.

We will process any data which you provide in completing online registration or application forms and any further forms, assessments or personal details, which you complete or provide to us when using the Site(s) in accordance with UK data protection legislation.

Transfer outside of the EEA: Personal information comprising your details may be accessed through the Site(s) by third parties outside the European Economic Area ("EEA"). This could happen for instance if a production or crew member reviews your details where the production or crew member is based outside the EEA or if any of our servers are based outside the EEA. By registering and using the Site(s), you consent to this transfer.

If you have provided us with personal information, it is your responsibility to ensure that it is correct and up to date. This will enable us to provide you with the best service. Please contact

us as soon as possible if you believe that any information we are holding on you is incorrect or incomplete, at: [hello@take3agency.com](mailto:hello@take3agency.com)

## **How We Use Your Personal Data**

We use your personal data in the following ways:

- a) to deliver the service effectively to you and to help resolve issues you may experience with the service;
- b) to ensure that the Service and its content is presented in the most effective manner for you and for your mobile device or computer;
- c) to analyse the ways in which you use the Service to ensure you get the best experience;
- d) to carry out our obligations arising from any contracts entered into between you and us;
- e) to allow you to participate in interactive features of our service, when you choose to do so;
- f) to notify you about changes to our service;
- g) to provide you with information, products or services that you request from us or which we feel may interest you, where you have consented to be contacted for such purposes;
- h) to enforce our Terms of Service and other legal rights; and
- i) to comply with applicable legal requirements, industry standards and our policies.

Take 3 Agency maintains a database of personal data for all User profiles created on Take 3 Agency. For Users looking to be introduced to work via Take 3 Agency, the following shall apply:

- a) Take 3 Agency shares relevant information (including user photos, contact details and worker information) with hirers and production companies.
- b) When a User is confirmed on an engagement, Take 3 Agency will share compliance information on a need basis with the Hirer.
- c) On termination of a User's registration with Take 3 Agency, we will keep the User's contact and compliance information for as long as required by law.

## **How do We Hold and Protect Your Personal Data?**

### **Marketing**

We would like to send you information about products and services of ours which may be of interest to you. If you have consented to receive marketing communications, you may opt out at a later date. You have a right at any time to stop us contacting you for marketing purposes.

If you no longer wish to be contacted for marketing purposes, please contact us at:

[hello@take3agency.com](mailto:hello@take3agency.com)

### **Your Choices**

You have the right to access the personal information which you have provided and which we hold about you and to have errors corrected. You may check the personal information we have about you by contacting us at the address below. However, please note that no information can be released by us until your identification has been verified.

If you wish to change your mind about us using your personal information for direct marketing purposes by us, please email us at [hello@take3agency.com](mailto:hello@take3agency.com)

### **Your Payment Information**

We will retain bank payment information for you in order to process payments to you for work that you have completed. Further payment information may be required and we reserve the right to hold this information for legal reasons. This information may include but not limited to, taxpayer reference; UTR; National Insurance Number, photographs and images of you.

### **Data Protection**

Take 3 Agency LTD regards the lawful and correct treatment of your personal information by us as very important to our business. To this end we fully endorse and adhere to data protection law in the United Kingdom and General Data Protection.

If you are being working via Take 3 Agency by a hirer or by a third-party, please note that your hirer or third-party may also act as your Data Controller, and additionally for any third party tools that your hirer or third-party may employ to administer your data. It is your responsibility to ensure that your hirer or third-party only processes your personal data in accordance with your wishes. We do not give out your personal bank information to any hirer unless we have your consent.

## **Other Website Links**

Our Site(s) may contain links to other websites. However, once you have used these links to leave our Site(s), you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by our Privacy Policy. You should exercise caution and look at the privacy policy applicable to the website in question.

## **Website Analytics**

An IP address is a number which is automatically assigned to your computer whenever you access the internet. When you access our Site(s) we will log your IP address. We generally only use IP addresses to analyse trends, administer our Site(s), track general movements and gather broad demographic information for aggregate use, or where investigating possible criminal activity. However, we do link IP addresses to other information which could identify the user, for instance when assessing applications from new, re-joining and renewing members. They will also be used to ascertain where a member may be attempting to seek or misuse the ordering process, where applicable.

## **Cookies**

Cookies are pieces of information that is stored on your computer's hard drive by your web browser. They are widely used in order to make websites work more efficiently, as well as to provide information to the owners of the website. For further details, please read our 'Cookie Policy'.

Our use of cookies

We use cookies to help deliver the Service to you, this includes keeping you signed in, remembering searches, analysing bugs or service issues and the smooth operation of other features.

When someone visits the Service, we use third party services, including but not limited to Google Analytics, to collect cookies regarding visitors' behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the Service. If you do not want Google Analytics to collect and use information about your use of the Service, then you can install an opt-out in your web browser.

We do not make, and do not allow Google, or similar to make, any attempt to find out the identities of those visiting our Service. If we do want to collect personal data through our

Service, we will be up front about this. We will make it clear when we collect personal data and will explain what we intend to do with it.

For further information on how Google Analytics collects and processes this information see [here](#):

### **How do you restrict or delete cookies?**

If you wish to restrict or block cookies set by the Service, or indeed any other website, you can do this through your browser settings. The Help function within your browser should tell you how. Alternatively, you may wish to visit [www.aboutcookies.org](http://www.aboutcookies.org) which contains comprehensive information on how to do this on a wide variety of browsers. You will also find details on how to delete cookies from your computer as well as more general information about cookies.

Please be aware that restricting cookies will impact on the functionality of a website.

### **Contact Details for Queries and Requests**

If you have any queries about the way that your data is used by us, or would like to remove your details from our records, then please contact our Data Manager at:

Data Manager

Take 3 Agency Ltd

[hello@take3agency.com](mailto:hello@take3agency.com)

### **Privacy Policy Changes**

Our Privacy Policy is under regular review and may be changed by us at any time.

Last updated 08<sup>th</sup> October 2019