



## **ETA Management Privacy Policy**

We process personal data for the following reasons; to act as agents to our artistes and therefore will provide relevant data to clients when applicable and if we have permission from the artiste's parent/guardian to use data to promote/advertise our agency.

Data will be collected from the artiste when accepted onto our books. This information will include;

- Name
- Address
- Date of Birth
- Photographic Headshot
- Contact details of parent/guardian
- Data relating to appearance

We may also require bank details for paying invoices and copies of passports for any overseas work.

You do not have to provide the information listed above however it may affect your eligibility for work if you choose not to.

- We ensure that all your data is used lawfully in accordance with GDPR guidelines and in the instance where an artiste/performer terminates their contract with us; their data will be destroyed within fourteen working days.
- The data collected is with parents consent and we do not collect information we do not need and will not retain it for longer than is necessary.
- The data is stored electronically and password protected, any paper copies are kept in a locked filing cabinet and destroyed appropriately when no longer required.

Under current UK data protection legislation you have rights as an individual, which you can exercise in relation to the information we hold about you. You can find out more at <https://ico.org.uk/for-the-public/is-my-information-being-handled-correctly/>