



Talent X Machine Limited Privacy Statement: Important information about your personal data

What is this statement about?

The information within this statement is important. It tells you how we collect, store and process your personal data when you use this website and when you engage us to act as your agent (in our capacity as an employment agency) to look for and secure suitable work for you as an artist. It should be read in conjunction with our terms and conditions for artists (**Terms and Conditions**). By engaging us to provide you with our services, you consent to the collection, storage and processing of your personal data as described in this statement. **If you do not agree to this statement, please do not use our website or engage us to provide you with our services.**

This statement will provide detail on the personal data that we collect from you and third parties and why we collect it. It also tells you where we hold it and how we keep it secure and who we may need to share it with.

We also inform you of your rights in relation to your personal data and how to contact us and the relevant supervisory authority in the event that you have a complaint.

This statement applies to **Talent X Machine Limited** (trading as **Talent Machine**) and also being referred to as **we** or **us** throughout this statement.

We are a controller in respect of your personal data. Your personal data may also be used by our affiliated entities and group companies, namely FAA Limited and FAA Agency, Hargenat Global Limited (where applicable for the provision of payment services) and Cre8 Talent Limited (where using our affiliation to increase opportunities to look for and secure suitable work for you) and so, in this notice, references to us include such affiliated entities and group companies.

You can contact us at any time (by using one of the methods below) about the personal data we hold about you or to exercise any rights you may have under the General Data Protection Regulation ((EU) 2016/679) (as amended, replaced or supplemented from time to time) (**GDPR**). Further information on what your rights are in respect of your personal data can be found under the 'Your rights' section of this statement.

By email: info@talentmachine.co.uk

Through our website: www.talentmachine.co.uk

By Telephone: 0333 3202396

Or you can write to us at our head office (marked for the attention of Talent X Machine Limited) at:

Ground Floor, Building 6
Hercules Way
Warner Bros Studios
Leavesden Park, Leavesden
WD25 7GS



Our privacy statement is always available through our website. We may amend this statement from time to time, so we recommend that you review this privacy statement periodically to be informed of how we use your personal data. This statement was last updated on **9th October 2018**.

The terms **personal data**, **sensitive personal data**, **controller**, **processor**, **process**, **consent** and **data subject**, each of which are used in this statement, shall have the meanings as described in the GDPR.

Our commitment

- We shall process your personal data fairly, lawfully, clearly and transparently.
- We shall only collect and use your personal data for lawful purposes, including those that are related to us fulfilling our obligations to you or a relevant third party (such as one of our clients), or any legal or regulatory bodies that require us to.
- We will only use your personal data in the ways set out in this statement and will take steps to ensure that it remains accurate and relevant at all times.
- We will only hold your personal data as long as we need to, to meet our obligations to you or a relevant third party (such as one of our clients) and to relevant legal and regulatory bodies, or as otherwise required by law.

What personal data do we collect?

We may collect and process both personal data and in some cases sensitive personal data about you in the course of our business. Due to the nature of the services we supply and our clients' requirements, certain decisions in relation to particular assignments and your suitability for them may be automated, based upon the information and materials you supply to us when you set up an account with us and create a personal profile. When engaging us to provide you with our services, you specifically acknowledge that the decision to offer you or to reject you for a particular assignment may be automated. We provide our services on the basis that you have given us explicit consent for the aforementioned activities.

Our primary goals in collecting your personal data include (without limitation) to help us:

- process and administer your application for an account with us, facilitate your creation of a personal profile via our website, provide you with our services (including finding work for you) and otherwise fulfil the obligations detailed in our Terms and Conditions;
- carry out requests made in relation to our services, from you or from our clients;
- verify your identity and right to work in the UK;
- improve and develop our services, offer any of our extended services we feel maybe suitable for you, and
- investigate or settle inquiries or disputes, enforce our agreements with you, comply with any applicable law, or the requirements of a legal or regulatory body.

In order to achieve these goals, the key personal data which we may process is detailed below.

- Your full name, phone numbers, email address, address of residence, name and contact details of next of kin.
- Your date of birth, gender, nationality, ethnicity and racial or ethnic origin.



- Social media account details and information presented on these accounts, such as personal websites, Twitter, Facebook, Instagram and Skype.
- Information about any disabilities you may have, medical or health information such as allergies and/or phobias you may have, information about whether or not you are a smoker or whether you have any dietary requirements.
- Multiple photographs of you, including to portray distinguishing features.
- Minimum and maximum playing (acting) age, weight, height and various body measurements.
- Personal appearance, build, eye, hair and skin colour, facial hair, piercings and tattoos.
- Information related to languages, voice characteristics and accents.
- Information related to your performance talents such as dancing, sports or other skills and experiences in entertainment.
- Photographic identification documents such as passport, driving licence, any documentation supporting checks for right to work in the UK, immigration status and any information required by law to validate your right to work.
- Criminal records information, including the results of Disclosure and Barring Service checks and certification.
- Your National Insurance number or Personal Public Service number, union status, VAT number or any other unique reference number required.
- Your bank/building society account details and billing address (if that differs from personal address).
- Records of payments made to you, information related to your tax circumstances and/or tax payments subject to how payments are made to you.
- Information related to work you may have confirmed or planned and information about your availability for any work we may offer you.
- Previous jobs, titles, job descriptions, previous employers and experience, links to or documents illustrating previous work undertaken and which may display additional personal data.
- Information you may send us in relation to any enquiries or issues you may have or requests you make for further information.
- Details of your pension arrangements, and all information included in these and necessary to implement and administer them if appropriate.
- Information on grievances raised by or involving you and/or information on conduct and/or other disciplinary issues involving you.
- Details of your hours worked, time and attendance records and chits, information on vehicles owned.
- Information about your use of our IT, communication and other systems, and other monitoring information (if applicable).
- Details of your use of business-related social media, such as LinkedIn.
- Your use of public social media (only in very limited circumstances, to check specific risks for specific functions within our organisation; you will be notified separately if this is to occur).
- Details in references we receive about you or that we give to others about you.



- Your IP address (i.e. the location of your computer on the internet) and details of website pages you have downloaded/viewed (please also see our cookies policy for further details of the cookies we use when you access our website).

How and where do we collect personal data from?

We may collect personal data from you (normally via our website but occasionally via other means of communication), your referees (details of whom you will have provided), your education provider, any relevant professional body, the Disclosure and Barring Service, the Home Office and other relevant third parties (including our clients).

Why do we collect your personal data and why do we process it?

The principal lawful bases for us processing your personal data are:

- Performing a contract with you.
- Pursuing our legitimate interests or those of a third party.
- Complying with legal and regulatory obligations.

We need you to provide any personal data we request from you, as without it we cannot comply with our relevant obligations to you (including providing our services to you).

Do we share your personal data?

We may need to share your personal data with other parties including employees of our affiliated entities and group companies.

We may also need to share your personal data with our external contractors and professional advisors and our clients or prospective clients in order to seek work for you and to meet our obligations as set out in our Terms and Conditions. Our clients and prospective clients include (but are not limited to) production companies, production accountancy practices, production HR or staff resource businesses, design houses and professional photography businesses.

On occasion, we may also be required to share your personal data with regulators or official bodies as required to comply with the law.

The recipients of personal data which we share will be bound by confidentiality obligations and will be responsible for ensuring that they comply with all obligations (including any requirement to obtain additional consents from you) under applicable data protection laws in connection therewith.

We do not share your personal information where it is not relevant and/or lawful to do so. Save as described in this statement, we do not use your personal data to perform any large-scale monitoring or profiling activities and we do not use your contact details for external marketing purposes.

Where will your personal data be held?

Your personal data will be held at our offices and may also be held by those other third party organisations described above. Information may be transferred to other countries around the world for the reasons described in this statement. We have security measures in place to seek to ensure that there is appropriate security for personal data we hold.

How long do we hold and process your personal data for?

We only hold personal data for as long as is necessary for the purposes for which the personal data is processed.

In general, how long we keep your personal data will be dependent on how long you engage us to act on your behalf and seek work opportunities for you.



Where we have made payment to you for work you have undertaken for one or more of our clients, we shall continue to hold your relevant personal data for a further six years (or such other relevant period as may be necessary) to allow us to comply with laws and regulations that govern employment, payment of taxes and business financial record-keeping.

Your rights

Under the GDPR, you have the right to, amongst other things:

- request access to the personal data we hold about you and to certain supplementary information which this statement is designed to address;
- request that we rectify any inaccurate or incorrect personal data we may hold about you; you will have access to your personal profile data and will be able to access this information for which it will be your responsibility to keep it accurate and up to date, we shall assist with any request you have to update information we hold that you may not have access to.
- object to decisions being taken by automated means which produce legal effects concerning you or similarly significantly affect you;
- in certain circumstances, object to us processing your personal data;
- in certain circumstances, request that we restrict the processing of your personal data;
- in certain circumstances, request that we erase your personal data;
- withdraw your consent (only if we rely on this for any processing activities); and
- in certain circumstances, data portability, requiring us to transfer personal data in the manner prescribed by the GDPR.

You can make a request any time using any of the contact details and methods listed at the beginning of this statement. We may need to contact you to verify your request as part of any such request.

It is important that we always hold accurate and up to date personal data about you, so please contact us to keep us up to date if there are any changes we need to make to your personal data, that you are unable to access or amend yourself.

Please note that some of the rights referred to in this section may be limited where we have an overriding interest or legal obligation to continue to process the data or where data may otherwise be exempt from disclosure.

For further information on each of those rights, including the circumstances in which they apply, see the [guidance from the UK Information Commissioner's Office on individuals' rights under the GDPR](#).

Keeping your personal data secure

We have appropriate security measures in place to prevent personal data from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.



How to complain

We hope that we can resolve any query or concern you may raise about our use of your personal data.

The GDPR also gives you right to lodge a complaint with a supervisory authority, in particular in the European Union (or European Economic Area) state where you work, normally live or where any alleged infringement of data protection laws occurred. The supervisory authority in the UK is the Information Commissioner who may be contacted at <https://ico.org.uk/concerns/> or telephone 0303 123 1113.