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Data Privacy Policy for NorthOne Management

1. This document outlines the Data Privacy Policy here at NorthOne Management (herein referred to as *we*, *our* or *us*) for visitors to the NorthOne website, and for data we collect if you apply to join our agency via the website or by post.
2. We are committed to best practices as outlined by the Regulation (EU) 2016/679 (General Data Protection Regulation) and, in so doing, safeguarding the privacy of data in line with the guidelines therein.
3. Privacy is very important to us and we never use your data for any sales or marketing purposes, or pass it on to organisations who do.
4. At the present time we do not use cookies for our website; should this change, we will update this document with the relevant information.
5. We do collect and store your personal data if you apply to us for representation.
6. The personal data we request from you include Name, Address, Phone Number, Email Address, Age and your Headshot.
7. While your application is processed, this data is stored on our internal systems for a period of time which should not exceed of six months, but is normally in the range of one to two months.
8. If your application is accepted and you join NorthOne, your data remains on the our system while you remain with us.
9. If the application is not successful, then personal data may remain on our system for a period of no longer than two years, for administrative, referential and historical purposes.
10. After a period of two years, all personal information except Name and Headshot will be deleted.
11. We might need to store Name and Headshot because this is how we determine if an applicant has applied to us in the past, and maintain continuity of service should they re-apply to us at some point in the future.
12. Note that you have the right to contact us to request a full record of all the personal data we hold for you by sending an email to actors@northone.co.uk.
13. Note also that individuals have the right to be 'forgotten' and 'deleted' as defined by the terms of the GDPR regulation, though organisations do have the right to keep certain data if deleting it will be detrimental to their business operations.