



Esta Charkham Associates

## ECA Privacy Policy

At Esta Charkham Associates, we're committed to protecting and respecting your privacy.

This Policy explains when and why we collect personal information about people we represent and those who work for us. It explains how we use it, the conditions under which we may disclose it to others and how we keep it secure.

We may change this Policy from time to time, if we do so we will inform you. By being on our website (and its link through to the Spotlight website which holds your CV), you're agreeing to be bound by this Policy.

Any questions regarding this Policy and our privacy practices should be sent by email to [esta@charkham.net](mailto:esta@charkham.net) or by writing to ECA, 16 British Grove, London. W4 2NL. Alternatively, you can telephone 020 8741 2843.

### **Who are we?**

We're Esta Charkham Associates, a boutique talent agency specialising in representing actors, writers and other creatives for work around the globe. The registered address is 16, British Grove, London, W4 2NL.

### **How do we collect information from you?**

We obtain information about you when you agree to us representing you such as, completing signing-on forms, over the telephone, via self-tapes, emails and other methods of communicating with us.

### **What type of information is collected from you?**

The personal information we collect might include your name, address, email address, work history, payment history, Passport, National Insurance and tax codes, photographs, Equity number, Equity Pension details and other material used in the promotion of your career and work prospects.

### **How is your information used?**

We may use your information to:

- Submit you for work opportunities
- Discussion and negotiation of salary and/or fees



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- Discussion within the ECA office, over the phone, via email with casting directors, directors and other creatives involved in the pursuit of employment opportunities
- To carry out our obligations arising from any contracts entered into by you and us with third party employers;
- Seek your views or comments on the services we provide;
- Notify you of changes to our services
- Process a grant or job application

We review our retention periods for personal information on a regular basis. We are legally required to hold some types of information to fulfil our statutory obligations (for example your passport information when starting a new contract of employment). We will hold your personal information on our systems for as long as is necessary for the relevant activity, or as long as is set out in any relevant contract you hold with us or with a third party.

### **Who has access to your information?**

We will not sell or rent your information to third parties.

We may pass your information to third party service providers (for instance Tagmin, an online management system which manages your availability), agents subcontractors and other associated organisations for the purposes of completing tasks and providing services to you on our behalf (for example telling a casting director about you to get you a job). However, when we use third party service providers, we disclose only the personal information that is necessary to deliver our service. Please be reassured that we will not release your information to non-work-related third parties for them to use for their own direct marketing purposes, unless you have requested us to do so, or we are required to do so by law, for example, by a court order or for the purposes of prevention of fraud or other crime.

### **Your choices**

You have a choice about whether you wish us to represent you for work. If you do not want to us to represent us, please let us know by phone on 020 8741 2843 or via email to [office@charkham.net](mailto:office@charkham.net).

### **How you can access and update your information**

You can check much of the information we hold for you by logging into Tagmin. You are responsible for keeping these details up-to-date, so we can best serve you in your search for employment. Please do keep your password secure so that others may not access your Tagmin page and the information contained on it.

You have the right to ask for a copy of the information ECA holds about you however we may charge you for information requests to cover our costs in providing you with



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details. If information has already been provided to you (for example pay slips, contracts, or other work-related paperwork), we may charge per document to cover our time for retrieval.

### **Security precautions in place to protect the loss, misuse or alteration of your information**

When you give us personal information, we take steps to ensure that it's treated securely.

Non-sensitive details (your email address etc.) are transmitted normally over the Internet, and this can never be guaranteed to be 100% secure. As a result, while we strive to protect your personal information, we cannot guarantee the security of any information you transmit to us, and you do so at your own risk. Once we receive your information, we make our best effort to ensure its security on our systems.

If you don't want Esta Charkham Associates to represent you anymore, please inform us in writing to [office@charkham.net](mailto:office@charkham.net) After leaving us, we may retain your information 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 or reporting requirements. We do this so we may continue to manage and process contracts you signed whilst represented by us, including forwarding any residuals or additional payments. In this situation, it is up to you to keep us up to date with your contact details (email and home address) so we may contact you if necessary.

Our website may contain links to other websites run by other organisations. This privacy policy applies only to our website, so we encourage you to read the privacy statements on the other websites you visit. We cannot be responsible for the privacy policies and practices of other sites even if you access them using links from our website.

In addition, if you linked to our website from a third-party site, we cannot be responsible for the privacy policies and practices of the owners and operators of that third-party site and recommend that you check the policy of that third party site.

### **Transferring your information outside of Europe**

As part of the services offered to you through this website, the information which you provide to us may be transferred to countries outside the European Union ("EU"). By way of example, this may happen if any of our servers are from time to time located in a country outside of the EU or if we are submitting you for a commercial to be filmed/broadcast outside of the EU. These countries may not have similar data protection laws to the UK. By submitting your personal data, you're agreeing to this transfer, storing or processing. If we transfer your information outside of the EU in this way, we will take steps to ensure that appropriate security measures are taken with



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the aim of ensuring that your privacy rights continue to be protected as outlined in this Policy.

If you use our services while you are outside the EU, your information may be transferred outside the EU to provide you with our services.

### **Review of this Policy**

We keep this Policy under regular review. This Policy was last updated in May 2018.

**Created April 2018**