



## THE TELEVISION WORKSHOP

### PRIVACY POLICY

At The Television Workshop we take your privacy seriously and we are committed to respecting and protecting your privacy.

This Policy explains what types of personal data we may collect about our members and applicants. It also explains how we store and handle the data and keep it safe.

The Television Workshop is the data controller of your personal information. Company Registration number 6457314. Our Workshop and office address is Richmond House, 1 Canal Street, Nottingham, NG1 7EG. Our Registered Office is c/o Hobsons Accountants, Alexandra House, Alexandra Street, Nottingham, NG5 1AY. Our office phone number is 0115 9984828.

If you require further information about how we handle your personal data, you can contact us on [info@thetelevisionworkshop.co.uk](mailto:info@thetelevisionworkshop.co.uk)

#### **What personal data we need and how we collect it**

We collect, use and store the minimum amount of personal information needed to complete a contract with you. We collect identity data including your first name, last name, date of birth, gender and appearance (used for casting purposes only). We also collect your contact data including your email address, phone number, postal address and emergency contact details.

We collect your personal information for direct contact with you so that we can correspond with you by email, phone and post.

#### **How we use your personal data**

The processing of your personal data is necessary for us to provide a service that you have requested either as an applicant or a member of The Television Workshop.

#### **Third Party Marketing**

We only use your personal information to administer your application or membership. We will never sell, distribute or lease your personal information to third parties.

#### **Legal Obligation**

The only time we would share your personal data would be in the unlikely case of legal obligation.

## **Where and how we store your personal data**

The personal information is held on our electronic database which is password protected on a server based in the UK using an up-to-date firewall and antivirus protection. We will use technical and organisational measures to protect against unauthorised or unlawful processing and against accidental loss, destruction or damage. Access to personal information is limited to the directors and employees of The Television Workshop.

Bank details for those receiving payment via our work as an agency are stored on-line using the online banking system which is protected by passwords and other security measures. No details are retained in the office.

Our website does not use cookies.

## **How long will we retain your personal data**

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting or reporting requirements. Our database is reviewed regularly.

We will delete your personal information when you cease to be a member or if your application is unsuccessful, unless you ask us to continue to store it as part of our services as an agent.

## **Access to information**

Data Protection Legislation gives you the right to access the information we hold about you. If you would like details of the information we hold, please send a request by email to [info@thetelevisionworkshop.co.uk](mailto:info@thetelevisionworkshop.co.uk).

## **Erasure of information**

You have the right to ask us to erase the information we hold about you if it is no longer necessary in relation to the purposes for which it was collected.

## **Your duty to inform us of changes**

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your relationship with us.

## **You have the right to withdraw your consent or complain**

You have the right to withdraw from us your consent to process your personal data at any time. Please bear in mind that if you object, this may affect our ability to complete a contract which we have with you.

If you have any concerns about our handling of this privacy policy or Data Protection Legislation please contact us by email [info@thetelevisionworkshop](mailto:info@thetelevisionworkshop).

DATE OF POLICY: May 2018