

## **Data Protection Privacy Statement for Members of Rosebery Management Ltd.**

Rosebery Management Ltd undertakes to protect its members' personal data and privacy, in accordance with General Data Protection Regulations (GDPR) 2018, which require that personal data must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes, that may include providing contact details, personal information, and official documentation to authorised companies or individuals in the process of Rosebery Management Ltd promoting or representing its members in the acting profession.
- Supplied relevant to the purposes of the Agency to act on behalf of its members.
- Kept secure and confidential.
- Kept only for as long as necessary for Rosebery Management Ltd to discharge its responsibilities, with regard to handling the interests of its members both current and past.

The personal data of Rosebery Management Ltd members is required in order for Rosebery Management Ltd to provide its services. As a membership-based, small business, Rosebery Management Ltd is also required by law to keep a record of its members' names, addresses and dates of birth.

Rosebery Management is an Actors' Cooperative Agency owned and run by its membership. For the purposes of day to day administration we have a group of four members whom we empower to take executive decisions when referral to the general membership is not expedient. However their actions must be subsequently approved by the general membership. They are currently: George Wigzell, Sarah Lawn, Tom Slatter and Claire Lacey. They should be regarded as members' key representatives for Data Protection purposes. Rosebery also has three Directors for the purposes of being registered as a Limited Liability Company at Companies House. Currently they are Michael Dobby, Ian Ross and Greg Page.

Rosebery's registered office is at 87, Leonard Street, London, EC2A 4QS. All of the above can be contacted at through the office on 020 7503 0517.

Our members have the right at any time to the deletion of their personal data and to withdraw consent for its use. Personal data will be deleted once the purpose for which we hold the data has ended. Some personal data of former members may be retained in order to process payments received. Members and former members may, at any time, request a copy of all information about them that we hold, and to have that information corrected.

The data the agency will hold may include personal likenesses, names (inc spouse or partner), addresses (postal and email), phone numbers, National Insurance Number, Passport information, bank details, date of birth, marital status and disability.

We will collect only the personal data that is needed for contracts and contact information for employers of Rosebery Management Ltd members that may require it, in relation to the acting profession. Personal data will not be supplied to third parties not

connected to our professional services without the consent and permission of the member(s) concerned.

Access to, and use of, personal data, is provided only to Rosebery Management Ltd members and to any non-member who has been engaged by Rosebery Management Ltd to provide professional agency services. The data is kept and stored in devices that require authorised sign in. Access is via password protected programs.