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# ARENA PERSONAL MANAGEMENT

## DATA PROTECTION POLICY

### 1 ORGANISATION

Arena Personal Management is an actors' agency. The Data Controller can be contacted via [datacontroller@arenapmltd.co.uk](mailto:datacontroller@arenapmltd.co.uk)

### 2 DATA HELD

There are three sets of personal data held and processed by LDS

- Clients
- Potential clients
- Casting directors

Client data is shared with The Spotlight (casting organisation) and with Tagmin who provide data processing services. Casting director data is shared with Tagmin for data processing services. Potential client data is not shared outside Arena Personal Management.

Client data (skills, attributes etc.) is shared with Casting Directors via Spotlight in order to apply for jobs.

Contact details of clients is shared with other clients. Permission for doing so forms part of the membership contract signed by all clients on joining Arena.

#### 2.1 CLIENTS

##### 2.1.1 INFORMATION HELD

- Name
- Photographs
- Contact details
- Banking details
- Age and playing age
- Previous experience relevant to acting
- Skills and abilities
- Preferences as to work they wish to do

**Source of Information:** Provided by the client themselves. In the case of information held in Spotlight and Tagmin, this may be viewed and input directly by the client themselves. Further details of skills and preferences is provided in the form of a spreadsheet (The Skills File) which is then added to central spreadsheet for reference purposes.

**Lawful basis for processing:** Contractual. Arena Personal Management needs this information to fulfil its obligations to the client. These may include passing on to them fees earned.

**Retention / correction of data:** Data on a client can be removed should they leave the agency, however some data needs to be retained in case of future payments (repeat fees) received from work obtained through Arena.

**Data Location, Access and Security:** Tagmin and Spotlight data is held in those organisations' databases and subject to backup and management. Access is password controlled.

## 2.2 POTENTIAL CLIENTS

### 2.2.1 INFORMATION HELD

- Name (first + surname)
- Email Address
- How and when they contacted us
- Whether they are in Spotlight and have a showreel.
- Are they likely to overlap with an existing client
- Status of the application (comments, whether to take further, who is handling application)
- Actions taken / required / by whom.
- Outcome

**Source of information:**

Taken from initial application and references provided, subsequent correspondence and discussion within Arena..

**Lawful basis for processing:** Legitimate interest. Required to handle application.

**Retention / correction of data:** Retained for future reference. Applicants may join many years after the original application. Factual data would be shared with applicants and corrected if necessary.

**Data location, Access and Security:** Stored in a "cloud" location under password control.

## 2.3 CASTING DIRECTORS

### 2.3.1 INFORMATION HELD

- Name
- Company
- Contact details
- Record of interactions with Arena (Breakdowns received, submissions made, auditions or self-tapes, Jobs)

**Source of information:** Can be any of the following:

- Provided by the casting director
- Supplied by Tagmin or Spotlight

**Lawful basis for processing:** Legitimate interest. It is required in order to be able to meet the casting directors' and clients' needs.

**Retention / correction of data:** Retained while the casting director is known to be operating. Any data held would be shared with the subject and corrected if necessary.

**Data location, Access and Security:** Stored remotely in Tagmin's database. Professionally managed and accessible by password only.