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STEVENSON WITHERS ASSOCIATES  
CLAPHAM NORTH ARTS CENTRE  
26-32 VOLTAIRE ROAD  
LONDON | SW4 6DH  
020 7720 3355  
[talent@stevensonwithers.com](mailto:talent@stevensonwithers.com)

## **Privacy Policy for Business**

StevensonWithers Associates (SWA) is committed to protecting and respecting your privacy. When you entrust SWA with your information we take appropriate steps to ensure it is treated securely.

This Policy is in line with the new General Data Protection Regulation (GDPR), which comes into effect on 25<sup>th</sup> May 2018. This Policy may periodically change in keeping with the European-wide law and you will be notified by email if and when any changes are required. Any questions regarding the Policy and SWA privacy practices can be sent by email to [Talent@stevensonwithers.com](mailto:Talent@stevensonwithers.com).

This Policy clarifies why we collect information and explains how we use it, the conditions under which we may disclose it to others and how it is secured.

StevensonWithers Associates (SWA) is a theatrical agency, which represents professional actors and creatives across the genres of TV, Film, Theatre, Musicals, Voice Over, Radio, Commercials, nationally and internationally. SWA registered business address is 150 High Street. Sevenoaks. Kent. TN13 1XE.

When you agree to conduct business with SWA we collect information from you via, email, telephone, written correspondence, verbal and all other methods of communication.

Information we may obtain includes the following:

- Name
- Address
- Phone Number
- Email
- Bank Details
- VAT Number

Please note that we may have more information held on file, if you would like the specific details of what we hold please contact us via [talent@stevensonwithers.com](mailto:talent@stevensonwithers.com).

Your information is only used for business purposes.



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SWA shall review its retention of such data on a 10 year basis and SWA shall not sell or rent your information to any third parties.

SWA may pass your information to third party providers including, but not limited to; Actors, sub contactors and other associated organisations for the purposes of providing our services to you. However, when we use third party service providers, we shall only disclose the information that is essential to deliver our service. SWA shall never release information to non-work related third parties for them to use for their own direct marketing purposes, unless you have explicitly requested SWA to do so, or unless we are required to do so by law.

Non-sensitive details (email addresses etc.) are usually transmitted over the internet and this can never be guaranteed to be 100% secure. Consequently, whilst SWA makes every endeavour to have the appropriate malware/virus protection installed alongside our IT department, we cannot guarantee the security of any information you transmit to us, and you do so at your own risk. SWA shall continue to make best efforts in ensuring your data is secure on our systems.

This privacy policy also only applies to SWA and we are not responsible for the practices and privacy policies of any other sites even if accessed via the SWA website. The same rule applies if you accessed the SWA website from a third-party portal. SWA is not responsible for the practices, privacy policies, owners and operators of any other sites, so we encourage you to check any third-party sites for their data protection policies.

SWA requests your consent to the terms outlined in this policy with regards to SWA holding and processing your data. You have the choice to withdraw consent. Please call the office if you need to discuss further, otherwise we will take this as your consent.

As a company we are responsible for meeting the GDPR obligations and ICO requirements and have all the requisite policies and procedures in place to adopt 'best practice' in our commitment to implementing GDPR.

This policy was reviewed May 2018.