



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

StevensonWithers Privacy Policy

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

This Policy is in line with General Data Protection Regulation (GDPR), which comes into effect on 25th 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.

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

StevensonWithers Associates is a theatrical agency, which represents professional actors and creatives across the genres of TV, Film, Theatre, Musicals, Voice Over, Radio, Commercials, Choreography, Direction and Casting both nationally and internationally. SWA registered business address is c/o Greenaway Chartered Accountants, 150 High Street, Sevenoaks, Kent, TN13 1XE.

When you agreed to be represented by SWA we collected information from you via the completion of the Client Form, email, telephone, self-tapes, written correspondence and all other methods of communication.

The personal information we collect includes: Name, Address, Email Address, Work History, Bank details, National Insurance Number, Passport details, Tax codes, Equity number, Equity Pension details, Photographs, Measurements, Next of Kin and other necessary information which enables SWA to promote your career and facilitate work prospects. You have the right to request a copy of any information we hold.

Your personal information may be used for the following purposes:

- Submit you for work opportunities.
- Discussion and negotiation of salary and/or fees.
- Discussion within the SWA office, verbal communication and/or email with casting directors, directors, producers and other creatives involved with the process of pursuing employment on your behalf .
- Discussion with lawyers/legal departments if applicable.



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- To execute our obligations arising from any contracts entered into by you and through SWA on your behalf.
- Process of a grant or job application.
- HMRC reporting.
- Notify you of any changes on the services we provide.
- Discuss with you the services we provide.

We are legally obliged to hold certain types of information on you to meet our statutory obligations; an example of which is your Passport to comply with the Immigration Act 2016 when starting new employment. We shall retain your personal information on our systems only for as long as necessary for the relevant activity, or as long as it is set out in any relevant contract you hold with SWA or a third party. SWA shall review its retention of such data in May 2028.

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; Agent File, agents 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 personal 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 by 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.

The SWA website may contain links to other websites run by other organisations (Spotlight, IMDB etc.). This privacy policy only applies to the SWA website, so you may wish to read the privacy statements on other websites/platforms your details are held. SWA is 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



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any other sites, so we encourage you to check any third-party sites for their data protection policies.

We at SWA work at an international level this means that the information, which you provide to us, maybe transferred to countries outside of the European Union (“EU”). Examples of which could be: our servers are on occasion located outside of the EU, or we are submitting you for projects that are filmed/broadcast outside of the EU. These countries may not have similar data protection laws to the UK. By submitting your personal data, you are agreeing to the transfer, storing and processing of said data. If we transfer your personal information outside of the EU, we shall take steps to ensure that appropriate security measures are taken with the aim of ensuring that your privacy rights continue to be protected as outlined in this Policy where possible.

If you use SWA services whilst you are outside of the EU, your information may be transferred outside the EU to provide you with those services.

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.

In agreeing to being represented by SWA you consent to the terms outlined in this policy in regards to SWA holding and processing your personal data.