## **Privacy Policy**

Limelite Management Ltd are dedicated to looking after your personal information. We want you to feel your personal information is safe, secure and we are handling it in a responsible manner. This includes complying with data protection law.

We keep all our clients' data safely on our server which is password protected and only share it with agreed third parties which consist of mainly production companies, producers, casting directors and other industry professionals for which we apply for work to on your behalf and act as an intermediary during the contract.

Data comes to us from clients and potential clients, via our website, emails, social media and spotlight.

Your data is kept securely during the time you are represented by us and until such time as it is no longer required or has no use. For example, when either you as a client or us as agents terminate our contract with you. At this point you have the right in accordance with the GDPR to request the erasure of all your personal data.

Information about you may be shared on our social media and our website to promote you as a performer and us as a professional agency. Images we collect of our actors working can and may be used in perpetuity for promotion for the agency. We only do this with your consent, we will ask you via email and have it in written form when you join the agency.

We will only ever use first names of all the under 18 year olds we represent on social media platforms to protect their identity.

Our social media platforms feature sharing buttons which helps promote the agency and the client.

We may update this policy at any time without notice. We will tell you if we update the policy by emailing you at the email address provided to us and/or by posting an announcement on our website.

Privacy statement last updated 01/11/2021

If you have any questions about this privacy policy, please contact us at <a href="mailto:info@limelitemanagement.co.uk">info@limelitemanagement.co.uk</a>

