

Sarah Kaye Representation Ltd - Our Privacy and Cookies Policy

This privacy policy gives examples of the personal data that we Sarah Kaye Representation Ltd collect within our services to you, while also explaining, how we use this data, how we store this data, who may see this data, and when we may contact you.

1.0 Our Promises.

- We will ensure your data is protected and your privacy is kept
- We will only collect and process your data when necessary
- We will not sell, let, or in any way distribute or, make public your personal information
- We will not spam you, we despise this as much as you do!

2.0 Personal Data we would collect from you.

- Personal Details, such as: name, gender, job title, profession
- Contact Information, such as: email addresses, telephone numbers
- Demographic Information, such as: postcode, preferences and interests
- Financial Information, such as: bank account details
- Your Website Interaction Information, such as: IP address, geological location, device and operating system, internet browser type and version, URLs with regards to how you came to this website, your activity on this website and where you exit to

See Clause 6.0 with regards to accessing your Personal Data we may have collected.

3.0 Why we would collect your Personal Data.

The above data may be required by us from time to time in order to provide you with the best possible service and experience when interacting with our company. Specifically, the collected data may be used by us for the following reasons:

- Internal record keeping
- Improvement of our products / services
- Transmission by email of promotional materials that may be of interest to you
- Contact for market research purposes which may be done using email, telephone, fax or mail. Such

4.0 How we store and keep your Personal Data secure.

- Unless we are obliged or, permitted to do so by law and subject to Clause 6 below, your data will not be disclosed to third parties. This does include our affiliates and / or other companies within our group.
- All personal data is stored securely in accordance with the principles of the Data Protection Act 1998.
- Data security is of great importance to us and to protect your data we have put in place suitable physical, electronic and managerial procedures to safeguard and secure data collected online. Specifically, we utilise the following systems:
 - Admin IP whitelisting
 - Regular software updates
 - Enforce strong passwords
 - Secure server

5.0 Usage of Third Party Services with regards to your Personal Data.

- We may, from time to time, employ the services of other parties for dealing with matters that may include, but are not limited to:
 - Payment handling
 - Delivery of items
 - Studio/location services
 - Relevant equipment suppliers i.e lighting, props, set-build, etc...
 - Marketing

The providers of such services may be provided certain personal data in order to complete a project. Any data used by such parties is used only to the extent required by them to perform the services that we request. Any use for other purposes is strictly prohibited. Furthermore, any data that is processed by third parties must be processed within the terms of this policy and in accordance with the General Data Protection Regulation 2018 (GDPR).

6.0 How you can access your own Personal Data.

You can ask us whether we are keeping Personal Data about you. Upon request we will provide you with a readable copy of the personal data which we keep about you, although we may require proof of your identity.

You may need to modify or update your data if your circumstances change.

Additional data as to your marketing preferences may also be stored and you may change this at any time. We allow you to challenge the data that we hold about you and, where appropriate, you may have the data amended, erased or completed.

If you would like to access amend, remove and/or move your Personal Data that we may hold, please contact us via the credentials below :

By Emailing us here; julian@sarahkaye.com

By Postal Address to; The Data Controller, Sarah Kaye Representation Ltd, 38 Queens Gate London SW7 5HR

By telephone; 02072255005

7.0 How we use our website Cookies.

When visiting our Sarah Kaye Representation Ltd website we may set cookies on your computer. These cookies are integral to the services provided by our website to you. You can choose to enable or disable cookies in your web browser. By default, your browser will accept cookies, however this can be altered. For further details please consult the help menu in your browser. Disabling cookies may prevent you from using the full range of services available on the website.

You may delete these cookies, however you may lose any information that enables you to access the website more quickly. These cookies are not integral to the services provided by the website to you and may be blocked at your choosing via your internet browser's privacy settings. Please ensure that your internet browser is up-to-date and consult the help and guidance provided by the developer of your browser if you are unsure as to how to adjust your privacy settings.

8.0 Changes to this policy

Sarah Kaye Representation Ltd reserves the right to change this privacy policy as we may deem necessary from time to time or as may be required by law. Any changes will be immediately posted on the website and you are deemed to have accepted the terms of the policy on your first use of the website following the alterations.

We are always looking to improve the information we provide to our customers and contacts so if you have any feedback on this policy, please let us know using our contact details in section 6.0 above.

Sarah Kaye Representation Ltd