

Privacy Policy

This privacy policy sets out how "Keston and Keston Casting" ("we", "us") uses and protects any information that you give "Keston and Keston Casting" when you use our website, <https://kestonandkestoncasting.com> and our mobile iOS app.

"Keston and Keston Casting" is the "data controller" of personal data of our website users, app users. This means that we are responsible for deciding how we hold and use personal information about you. We are required under data protection legislation to notify you of the information contained in this privacy policy.

This privacy policy (which is our "privacy notice" for the purposes of the General Data Protection Regulations), describes how we collect and use personal information about you through your use of this website, or contact us by email.

It is important that you read this privacy policy, together with any other privacy policy or fair processing notice we may provide on specific occasions when we are collecting or processing personal information about you, so that you are fully aware of how and why we are using your information. This privacy policy supplements the other notices and is not intended to override them.

It is important that you read this notice, so that you are aware of how and why we are using such information.

"Keston and Keston Casting" may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from 24th May 2018.

What we collect

We may collect the following information:

- Photographs, Video & audio recordings or archival recordings for casting and production related purposes including but not limited to: Website, Instagram, Facebook.
- Contact information including, email, phone and address
- Personal data including, name, age, height, headshot, address
- Relevant medical detail and dietary requirements for children cast within shows

What we do with the information we gather

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

- We may share information deemed relevant with Local Education Authorities, Schools and verified production members. We will do this in the event of an upcoming casting, previous casting or with regards to your

child needing to be licensed for professional work. We take addresses, DOB, full contact information and disclosure relevant to your child taking part in a production. This is all securely stored information.

- We use photographs, video footage and audio in our Stagebox videos on our Youtube channel, for publicity and for casting purposes
- We will use this to ensure that we can contact you in an emergency or in case of casting/production needing to make contact
- We will use this for casting consideration, decisions on suitability of material, costuming & production requirements
- We will use this to ensure that we are providing the necessary care for your child and all information is dealt with the utmost confidentiality
- We will contact you via the parent details provided

Who will see this data

Information pertaining to photographs, video footage and audio in our Stagebox videos on our Youtube channel, for publicity and for casting purposes will be viewed by:

- The general public. All of our online media streams are closely monitored. Any concerning activity will always be flagged immediately and will be reported to the relevant authorities as required. Production teams internally where casting is for an external production house. Anyone with files will ensure that these are stored in an encrypted database.

Information pertaining to storage, maintenance and use of contact information will be viewed by:

- As is relevant: Our DBS checked team and Casting/Production Companies.

Information pertaining to storage, maintenance and use of personal detail including: name, age and measurements will be viewed by:

- As is relevant: Our DBS checked team, costume makers, production team/production departments working on shows within which children are cast.

Information pertaining to storage, maintenance and use of relevant medical detail and dietary requirements for children cast within shows will be viewed by:

- As is relevant: Our DBS checked team, Production Team/Production Departments working on shows within which children are cast, Chaperones.

Information deemed relevant with Local Education Authorities, Schools and verified production members will be viewed by:

- As is relevant: Our Team, Your child's Local Education Authority, Your child's school, External Production Team.

We do not share the data you provide to us with anyone else without your express permission.

Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online. All data is stored securely.

Cookies

We do not use cookies on our website.

Links to other websites

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

Your rights in connection with personal information

Under certain circumstances, by law, you have the right to:

- Request access to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- Request correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.

- Request the erasure of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to stop processing personal information where we are relying on a legitimate interest and there is something about your particular situation which makes you want to object to processing on this ground.
- Request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example, if you want us to establish its accuracy or the reason for processing it.
- Request the transfer of your personal information to another party (in some circumstances and where this is technically possible).

If you want to exercise these rights, please contact us at info@kestonandkeston.com. We may ask you for further information to help us deal with your request or to help us verify your identity.

Your rights to withdraw consent

In most cases, we do not need your consent to use your personal information. However, in cases where we have asked for consent to use your personal information for a specific purpose (such as opting-in to receiving marketing emails) and you have given it to us, you have the right to withdraw your consent to that specific use at any time. To withdraw your consent, please contact us info@kestonandkeston.com.

Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law. Your withdrawal of consent does not affect the lawfulness of our use of your personal information up to the time that you let us know that you have withdrawn your consent.

Changes to this Privacy Policy

We reserve the right to update this privacy policy at any time. We may also notify you in other ways from time to time about the use of your personal information. This version was last updated on May 24 2018.

Contacting Us

If you have any questions about this privacy policy or about how we handle your personal information, please contact us in our capacity as the data controller at:

Keston and Keston Casting – info@kestonandkeston.com, 71-75 Shelton Street, Covent Garden, London, WC2H 9JQ

