



The Pigsty, Tradewinds, Bulbourne, Tring HP23 5QE

PERSONAL DATA AND PRIVACY POLICY

Using your data

The policy concerns the personal data held by us and how we process it. This data reflects the information provided by you such as contact, personal and banking details but may also include other information such as correspondence between you and us. This data is used by us to provide services to you, principally in relation to personal representation of you as an artist and collecting your fees, but also to keep you informed of important information relating to these services.

Sharing data with third parties

We will not share your data with anyone for marketing purposes. In our dealings with contractors such as production companies and accountants used by us to provide artist representation to you and the collection of your fees, we adopt protocols and security measures governing such data exchanges. Chadd Garvie Management uses the services of third parties to administer certain processes in the most cost-effective and efficient way. The main example of third-party access to data held by us is Tagmin, which is the database we use to hold all of your personal data.

Our rights and your rights

We have obligations to you under the terms of your representation agreement and our duties and responsibilities arising under rules and regulations applicable to all companies such as ours. You have rights in relation to your personal data held by us. These include your right to ensure it is accurate and, if it is not, requesting changes and notifying us of any restrictions you wish to make in relation to our use of your data or even requesting it is removed altogether. In practical terms the best way to access and manage your data is request from us the details we hold for you and request any changes. You may of course, access this information by logging into your personal secure Tagmin profile.

Security of data

Cyber-attacks are becoming more prevalent and sophisticated. Maintaining secure systems and processes is a key challenge and Chadd Garvie Management is vigilant concerning its responsibilities by using Tagmin and its use of encryption technologies, password-protected access, and risk assessments. If a data breach occurs, we are required to keep a breach log, notify the ICO and notify you if the breach is likely to adversely affect your privacy.

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www.chaddgarvie.com