

## Privacy Statement Summary:

Who will use my data?	Ian Dickinson
What for?	I will store and process your data in order to allow me to respond to your enquiry, send you updates and other information you may be interested in and also in relation to acting, voice-over, and other services I provide to you.
What will happen if I contact you?	If you contact me, I will reply to your enquiry and store your details securely in order to contact you in the future if appropriate. I will ensure your details are kept safe and will not share with any third party.
What data will be stored?	I will store your personal details, company details, and other relevant information in order to provide my services to you. This includes contact information such as your name, phone number, address, company information and email address. I will store details of contracts, payments, and other financial information as required.
What data will be shared?	I will not share your data with any third party other than as required to fulfil my obligations to you and always as you would reasonably expect. I will share your information with any regulator or legal body as necessary.
How long?	Your data will be stored for as long as deemed necessary, but never for more than 7 years. After this time, your data will be deleted.
Who can access my data?	Your data will be protected at all times and will only be accessed by myself and people or companies authorised by me.
How is my data kept secure?	I will store your data on secure UK based servers which will be processed in the UK. I use industry standard security protocols/technology to secure data.

I take your privacy seriously and will only use your personal information to provide the services you have requested from me. I will never sell, share or use your personal information other than as described here and as you would reasonably expect.

## About This Privacy Policy

This policy sets out how I will use and share the information that you give me. This policy describes your relationship with Ian me. The General Data Protection Regulation (GDPR) describes how organisations

must collect, handle, process and store personal information. These rules apply regardless of whether data is stored electronically, on paper or on other materials. To comply with the law, personal information must be collected and used fairly, stored safely and not disclosed unlawfully. GDPR is underpinned by eight important principals. These say that personal data must:

- Be processed fairly and lawfully
- Be obtained only for specific, lawful purposes
- Be adequate, relevant and not excessive
- Be accurate and kept up to date
- Not be held for any longer than is necessary
- Processed in accordance with the rights of the data subjects
- Be protected in appropriate ways
- Not be transferred outside the European Economic Area, unless that country or territory also ensures an adequate level of protection

I take these responsibilities seriously, this document describes my approach to data protection. This policy helps to protect me from data security risks, including:

- Breaches of confidentiality. For instance, information being given out inappropriately.
- Failing to offer choice. For instance, all individuals should be free to choose how the company uses data relating to them.
- Reputational damage. For instance, the company could suffer if hackers successfully gained access to sensitive data.
- Loss, damage, or other unforeseen consequences of a data breach

## Who I Am And How To Contact Me

I am registered with the Information Commissioner's Office. I am the data controller. You can contact me in any of the following ways:

Email: [ian@ian-dickinson.com](mailto:ian@ian-dickinson.com),  
Website: [www.ian-dickinson.com](http://www.ian-dickinson.com)

## Who this privacy policy applies to

I am an Actor and Voice-Over Artist, this policy relates to my clients, agents, co-workers, and any third-party that shares their data with me. Processing of your data is required in order to offer you my acting and voice-over services. This policy applies to individuals who have shared their data with me.

This applies to all data that I hold relating to identifiable individuals, even if that information technically falls outside of the GDPR. This can include:

- Names of Individuals

- Postal addresses
- Email Addresses
- Telephone numbers
- Personal information
- Financial information
- Company information
- Sensitive personal information - as defined in Article 9 of the GDPR

## What this policy applies to

This section describes the lawful basis for processing your data and applies to the information about yourself that you choose to provide me with or that you allow me to collect. This includes:

- The Information you provide when you contact me
- When you contact me in order to discuss using my services
- Information I collect about how you use the website
- Information I collect from other sources such as social media, the internet, press, and other media
- Information relating to services I offer to you and other transactions including financial and other personal information required to complete these transactions
- Information that is given and stored as part of our ongoing relationship

I do not routinely collect or process sensitive data about you however where this is the case I understand that additional precautions must be taken to protect that data.

## How your information will be used

I will only use your personal data for the purposes for which I collected it and as you would reasonably expect your data to be processed and only where there is a lawful basis for such processing, for example:

Purpose/Activity	Type of data	Lawful basis for processing
To register you as a new client, or potential client	(a) Identity, (b) Contact	Performance of a contract, with you, with your consent and in my legitimate interest to further my career
To process and deliver the services you request including managing payments, fees and charges, and to collect and recover money owed to us	(a) Identity, (b) Contact, (c) Financial, (d) Transaction, (e) Marketing and Communications	(a) Performance of a contract with you, (b) Necessary for my legitimate interests to recover debts owed to us

To manage my ongoing relationship with you which will include notifying you about changes to my terms, services, or privacy policy, to maintain my records	(a) Identity, (b) Contact, (c) Profile, (d) Marketing and Communications	(a) Performance of a contract with you, (b) Necessary to comply with a legal obligation, (c) Necessary for my legitimate interests to keep my records updated and to study how customers use my services
To administer and protect my business	(a) Identity, (b) Contact, (c) Technical	(a) Necessary for my legitimate interests for running my business, provision of administration and IT services, network security, to prevent fraud and in the context of a business reorganisation or group restructuring exercise, (b) Necessary to comply with a legal obligation
To use data analytics to improve my website, services, marketing, customer relationships and experiences	(a) Technical, (b) Usage	Necessary for my legitimate interests to define types of customers for my services, to keep my site updated and relevant, to develop my business and to inform my marketing strategy

I may collect and process information about you, including your name, date of birth, address, contact details (including email address and mobile phone number), product and service details, transaction history and data collected as part of any contractor payment. Personal data I receive will be used for the purposes it was provided, including:

- To respond to queries from you regarding the use of my acting and voice-over services
- To carry out my obligations arising from any contracts entered into between us including the provision of services, and to respond to queries from you regarding those contracts
- To manage and administer the relationships between us
- To notify you about changes to my services and to otherwise communicate with you; for example, I will use your contact details in order to respond to any queries that you submit to us
- To obtain feedback from you regarding me

### How to change your preferences

I operate in line with EU GDPR (May 2018) data protection guidelines. I respect your rights and will

respond to any request for access to personal information and requests to delete, rectify, transfer, data and to stop processing. I will also advise you on how to complain to the relevant authorities, namely the Information Commissioner's Office. Any requests or objections should be made in writing or you can visit my website, call, or email me to contact me to change your preferences at anytime.

## Scope of Agreement

By submitting your personal data on this site or as required for me to provide services to you, you are affirming your agreement for such information to be used in accordance with this privacy policy. You will be able to change your preferences at any time by the methods described as prescribed in this document.

## Opting out at a later date

Where you give your consent for me to process your data, you can contact me to amend or withdraw your consent at anytime. You can also choose to object to processing and request deletion of your data. I respect all user rights as defined in GDPR. If you have any comments or wish to complain please contact me.

## How I store and process your data

Your data will be collected stored and processed in the UK only, I do not transfer your data outside the EU. Your data will be stored for up to 7 years to ensure I have records of service, payments, and other interactions I have with you.

In order to provide my services to you, I use recognised third parties to take payment, conduct credit reports and other checks, manage my company accounts and provide banking services. I will store transactions, payment and order data for up to 7 years or for as long as required by UK financial and company regulations. These third parties may operate outside the EU, if this is the case I will ensure precautions are in place to protect your data.

I will only use your personal data for the purposes for which I collected it, unless I reasonably consider that I need to use it for another reason and that reason is compatible with the original purpose. If you wish to find out more about how the processing for the new purpose is compatible with the original purpose, please email me. If I need to use your personal data for a purpose unrelated to the purpose for which I collected the data, I will notify you and I will explain the legal ground of processing.

I may be legally obliged to disclose your personal information without your knowledge to the extent that I are required to do so by law; in connection with any ongoing or prospective legal proceedings; in order to establish, exercise or defend my legal rights (including providing information to others for the purposes of fraud prevention and reducing credit risk); to any person who I reasonably believe may apply to a court or other competent authority for disclosure of that personal information where, in my reasonable opinion, such court or authority would be reasonably likely to order disclosure of that personal information.

## My obligations

I am a data controller. In relation to the information that you provide to us, I am legally responsible for how that information is handled. I will comply with the GDPR (2018) in the way I use and share your personal data. Among other things, this means that I will only use your personal data:

- Fairly and lawfully
- As set out in the legislation and this policy
- To the extent necessary for these purposes
- I will take steps to ensure your data is accurate and rectify data as necessary

Under certain circumstances, you have rights under data protection laws in relation to your personal data. These include the right to:

- Request access to your personal data.
- Request correction of your personal data.
- Request erasure of your personal data.
- Object to processing of your personal data.
- Request restriction of processing your personal data.
- Request transfer of your personal data.
- Right to withdraw consent.

You can see more about these rights at: <https://ico.org.uk/>

You will not have to pay a fee to access your personal data (or to exercise any of the other rights). However, I may charge a reasonable fee if your request is clearly unfounded, repetitive or excessive. Alternatively, I may refuse to comply with your request in these circumstances.

I may need to request specific information from you to help me confirm your identity and ensure your right to access your personal data (or to exercise any of your other rights). This is a security measure to ensure that personal data is not disclosed to any person who has no right to receive it. I may also contact you to ask you for further information in relation to your request to speed up my response.

I try to respond to all legitimate requests within one month. Occasionally it may take me longer than a month if your request is particularly complex or you have made a number of requests. In this case, I will notify you and keep you updated.

## Third Parties

I may have to share your personal data with the parties set out below for the purposes described in this document:

- Service providers who provide IT and system administration services.
- Professional advisers including lawyers, bankers, auditors and insurers who provide consultancy, credit scoring, banking, legal, fraud protection, insurance and accounting services.
- HM Revenue & Customs, regulators and other authorities based in the United Kingdom and other relevant jurisdictions who require reporting of processing activities in certain circumstances.
- Third parties I engage in order to provide my services to you and meet any contractual or personal obligations.

I require all third parties to whom I transfer your data to respect the security of your personal data and to treat it in accordance with the law. I only allow such third parties to process your personal data for specified purposes and in accordance with my instructions.

## Security

I have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, I limit access to your personal data to those, agents, contractors and other third parties who have a business need to know such data. They will only process your personal data on my instructions, and they are subject to a duty of confidentiality.

I will report any breaches or potential breaches to the appropriate authorities within 24 hours and to anyone affected by a breach within 72 hours. If you have any queries or concerns about your data usage, please contact me.

This website may include links to third-party websites, plug-ins and applications. Clicking on those links or enabling those connections may allow third parties to collect or share data about you. I do not control these third-party websites and are not responsible for their privacy statements. When you leave my website, I encourage you to read the privacy notice of every website you visit.

## Cookies

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added, and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences. I use traffic log cookies to identify which pages are being used. This helps me analyse data about webpage traffic and improve my website in order to tailor it to customer needs. I only use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies help me provide you with a better website by enabling me to monitor which pages you find useful and which you do not. A cookie in no way gives me access to your computer or any information about you, other than the data you choose to share with me.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

As well as your ability to accept or reject cookies, I also require your permission to store cookies on your machine, which is why when you visit my site, you are presented with the ability to accept my terms of use, including the storage of cookies on your machine. Should you not accept then you are free to leave my website, at any time.

### **Legitimate Interests**

Under the GDPR, I am also permitted to share some information with third parties who use such data for non-marketing purposes (including credit and risk assessment and management, identification and fraud prevention, debt collection and returning assets to you).

### **Contacting me, exercising your information rights and Complaints**

If you any questions or comments about this Privacy Policy, wish to exercise your information rights in connection with the personal data you have shared with me or wish to complain, please get in contact using the contact details included in this document. I will process SARs within 30 days, SAR responses are usually free but I reserve the right to charge for excessive or unfounded requests. I fully comply with Data Protection legislation and will assist in any investigation or request made by the appropriate authorities.

If you remain dissatisfied, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
[www.ico.org.uk](http://www.ico.org.uk)