



DATA PRIVACY NOTICE

Felix and Fable Artist Management LTD operates as the statutory "data controller" for any personal information collected in connection with our representation services. We determine the purposes and means of processing your data across all stages of engagement—including initial inquiries, active agency representation, and post-contractual retention.

This privacy notice details our data protection practices pursuant to the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. Please note that this document is informational and does not constitute a terms of service agreement or a binding contract.

1. LAWFUL BASIS FOR DATA PROCESSING

We process personal records exclusively under established legal bases as mandated by statutory privacy standards:

- **Contractual Necessity:** Executing our agency representation agreement, fulfilling agency duties, or taking necessary preliminary steps prior to entering into a legal representation contract.
- **Legitimate Interests:** Managing, growing, and administering our talent management business, optimizing client promotion, and ensuring efficient business operations, provided these interests do not infringe upon your fundamental rights.
- **Statutory Compliance:** Meeting legal obligations regarding financial records, tax accounting, regulatory reporting, and statutory child licensing frameworks.
- **Consent:** Specific processing activities (such as targeted direct marketing updates or handling specific medical/access needs) carried out with your explicit authorization, which you may revoke at any time.

2. CATEGORIES OF INFORMATION WE HOLD

To market your talent effectively, handle client bookings, and perform operational tasks, we process several categories of information:

- **Contact & Identity Profiles:** Full legal name, professional pseudonym, residential address, telephone numbers, and email accounts.
- **Verification & Financial Records:** Date of birth, citizenship, passport copies, right-to-work confirmation, National Insurance details, tax status, and bank account information for fee distributions.

- **Media, Physical & Talent Specifications:** Professional headshots, promotional images, voice reels, video footage, physical measurements, performance attributes, artistic skills, credits, and professional directory listings (*e.g., Spotlight, IMDb*).
- **Professional & Contractual History:** Representation contracts, project negotiations, booking engagements, royalty statements, fee breakdowns, and licensing arrangements.
- **Special Category Data:** Relevant medical conditions or access preferences (ensuring safe and suitable production environments) and voluntary demographic data for diversity monitoring.

3. DATA COLLECTION CHANNELS

Your information is gathered through a combination of direct interactions and established industry channels:

- **Direct Interaction:** Information provided directly during application procedures, client onboarding, contract execution, emails, phone calls, and direct messaging.
- **Industry Directories & Public Outlets:** Information retrieved from professional industry platforms, casting databases, and public talent listings (such as Spotlight, Mainboard, Tagmin, or IMDb*).
- **Industry Partners:** Referrals and communication received from casting directors, production executives, co-agents, and project employers.

4. OPERATIONAL USES OF YOUR DATA

We utilize your personal information to support your career development and manage agency operations:

- Evaluating, pitching, and submitting your talent profile to casting networks, directors, producers, and creative directors.
- Drafting, reviewing, and negotiating professional agreements, work terms, and booking fees on your behalf.
- Managing accounting tasks, client invoicing, royalty distributions, commission calculations, and financial documentation.
- Submitting required performance licensing documentation to local municipal authorities where child performance regulations apply.
- Maintaining accurate business operations, regulatory reporting, internal audits, and equal opportunity monitoring.

5. INFORMATION SHARING & THIRD-PARTY DISCLOSURE

In performing our duties as your representation agency, we share relevant information with vetted external parties under appropriate confidentiality safeguards:

- Casting offices, production entities, and prospective media clients evaluating talent for projects.
- International co-agents or partner managers when coordinating overseas work opportunities.
- Technical and professional vendors, including IT infrastructure hosts, software services (*Tagmin, Mainboard, Spotlight, Entertainment Partners*), legal advisors, and accounting professionals.
- Government bodies, tax agencies (HMRC), regulatory agencies, or local authorities for legal or child licensing compliance.

We do not trade or sell personal data to third parties. Client email addresses are added to our internal distribution list solely to communicate operational updates and representation opportunities.

6. CROSS-BORDER DATA TRANSFERS

When working on international projects or collaborating with overseas partners, your data may be transferred beyond the UK or European Economic Area (EEA). In these instances, we ensure that data handling adheres to strict privacy standards by relying on adequacy decisions, International Data Transfer Agreements (IDTAs), Standard Contractual Clauses (SCCs), or your explicit consent.

7. DATA RETENTION SCHEDULE

We retain your personal records only for the duration necessary to satisfy the objectives outlined in this notice or as required by law. Active representation records are maintained throughout your agency relationship. Upon termination or conclusion of our agreement, we archive files and financial transactions for 6 years to comply with legal, tax, and accounting standards. Records are securely erased or anonymized once this retention window expires.

8. YOUR STATUTORY DATA RIGHTS

Under UK data protection legislation, you possess clear rights regarding how your information is handled:

- **Right of Access:** Request a copy of the personal information held about you.
- **Right to Rectification:** Request correction of inaccurate or incomplete records.
- **Right to Erasure:** Request the deletion of data when retention is no longer legally required.
- **Right to Object & Restrict:** Request limitations on processing activities or object to direct marketing.
- **Right to Data Portability:** Request the transfer of your structured data to another service provider.

To submit a request regarding your legal rights, contact us at felixandfable@gmail.com.

9. SECURITY SAFEGUARDS

We maintain appropriate technical, physical, and administrative protocols to protect your information from unauthorized access, loss, misuse, or alteration. Access to confidential client files is restricted strictly to authorized personnel who operate under explicit obligations of confidentiality.

10. UPDATES TO THIS PRIVACY NOTICE

We reserve the right to revise this Privacy Notice periodically to reflect operational or regulatory changes. Material amendments will be communicated directly via email or posted prominently through our communication channels.

11. CONTACT & REGULATORY COMPLAINTS

For questions regarding our data practices or to submit a formal privacy inquiry, reach out to:

Felix and Fable Artist Management LTD

Email: felixandfable@gmail.com

Attention: Data Protection & Privacy Desk

If you feel that your data concern has not been addressed satisfactorily, you maintain the right to lodge a complaint with the UK supervisory authority: **The Information Commissioner's Office (ICO)** (www.ico.org.uk).