

# Data Use Policy

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**Methodworks Production Ltd. 20-22 Wenlock Road, London, England, N1 7GU**

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**“If The Method Works, Why Change It.”**

Effective from 1 September 2012 the Data Use Policy sets out how Methodworks Production Ltd uses and protects any information that you give when you use this website.

Methodworks Production Ltd is committed to ensuring that your privacy is protected. Should specific personal or confidential information be sought for engagement of a project or for a projects quote, such information will only be used in accordance with this Data Use Policy.

Methodworks Production Ltd may change this policy from time to time by updating this document which is reviewed on a yearly basis. You should therefore check this policy prior to each engagement or providing such information you deem confidential or personal to ensure you are well informed and happy to continue with such changes.

## 1.0 What We Collect

1.1 During the process of general communications we collect the following information;

- Your full name
- Your email address
- Your contact number (optional)

1.2 During the process of producing a quote we collect the following information;

- Your full name
- Your full home address
- Your contact number
- Your company name
- Your full company address (if different)
- Your website address
- Your email address
- Relevant details associated to costing your project

1.3 During the process of contacting us with regards to careers and opportunities we collect the following information;

- Your current C.V.
- Your full name
- Your full home address
- Your contact numbers
- Your email addresses
- Details of your next of kin (in case of an emergency)
- Your date of birth
- Your national insurance number
- Whether or not you hold a driving license
- Details of any criminal convictions or court actions against you
- Whether or not you are on the Sex Offenders Register
- Whether you speak any additional languages to English
- If you smoke
- If you drink
- If you are a vegetarian or a vegan (and any other dietary information)
- Your social media links
- Your website address
- Details of your key skills
- Details of any equipment you have in relation to the position applied for (travellers)
- Your rates
- A headshot (actors)

## 2.0 What We Do With The Information We Collect

2.1 All the information we gather is required information to ensure we understand your needs and are able to complete all relevant subsequent paperwork and may then provide you with the most appropriate service in alignment with the philosophy of the Method. Particular reasons for seeking the information outlined in section 1.0 is as follows;

- i) to ensure we are able to contact the correct person whether immediately or at any time and are able to include the sending of documents or relevant materials
- ii) to enable us to carry out the relevant research on you, your business, company or organisation in relation to your project to best inform us and to ensure we understand you when producing ideas for your project
- iii) to enable us to provide you with as accurate a quote as possible so there will be no hidden or further costs upon engagement
- iv) to discover your strengths and weaknesses, experience, knowledge and ability with all other relevant information regarding to careers and opportunities while also understanding your personal requirements and needs and knowing who to contact in the event of an emergency.
- v) from time to time we may use your information to contact you with relevant information, offers or for market research purposes. We may therefore contact you by email, phone or mail.

2.2 If contacting us with a general enquiry we will generally keep a record of your enquiry along with your name and contact details for future marketing purposes that you may be interested in.

2.3 If contacting us for a quote, or engagement for a packaged deal, all information will be recorded within a Quote (uniquely numbered) document and also within a Quote Record archive.

2.4 If contacting us with regards to travelling with us whether as a crew member or an actor, your information will be recorded within a Profile sheet and this sheet will be stored within our databases.

## 3.0 Security

3.1 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, electronics and managerial methods to safeguard and secure the information we gather online.

3.2 The main database is kept on one computer system with one back up on an external hard drive by the Executive Creative Director of Methodworks Production Ltd. Only those required to access the relevant databases when required will be deemed access.

## 4.0 Links To Other Websites

4.1 Our website contains links to other websites of a social nature. 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 Data Use Policy. You should exercise caution and look at the privacy statement applicable to the website in question.

## 5.0 Controlling Your Personal Information

5.1 You may choose to restrict the use of your personal information in the following ways;

- if you receive an email from us whether a newsletter or a promotional offer, you may change your mind at any time by emailing us at [hello@methodworksproduction.com](mailto:hello@methodworksproduction.com) and you will be removed from our general communications list.



We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so. We may use your personal information to send you promotional information about third parties which we think you may find interesting unless you inform us that you do not wish this to happen.

You may request details of personal information which we hold about you under the Data Protection Act 1998. A small fee will be payable. If you would like a copy of the information held on you please email [executiveproducer@methodworksproduction.com](mailto:executiveproducer@methodworksproduction.com).

If you believe that any information we are holding on you is incorrect or incomplete, please email or phone us as soon as possible. We will promptly correct any information found to be incorrect. With regards to profiles, we endeavor to update them once a year. At this moment crew and cast members will be contacted and if they no longer wish to travel with us, may request their profile to be removed from our database.

All information gathered within general communications and for quotes and project purposes are kept indefinitely.

[www.methodworksproduction.com](http://www.methodworksproduction.com)

**Issued by Methodworks Production Ltd.**

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