

## PRIVACY POLICY NOTICE

The Simon Williamson Agency (SWA) of 155 Stroud Green Road, London N4 3PZ, U.K. ([www.swagency.co.uk](http://www.swagency.co.uk)) is a literary agency specialising in writers and writer-directors working principally in the media of film, television, radio theatre and online. The company is the “data controller” in respect of the Personal Data (as defined below) submitted by you when you contact us.

This privacy policy sets out the fair and lawful basis upon which we collect and process personal data when you contact us by phone, email or post or use website, whether to make a business query, apply for representation, to submit artistic or materials for assessment (expressly at our invitation) or when you have entered into a contract for us to represent you.

Your personal information and privacy is of utmost importance to us. We will treat your manuscript and other writings, as well as all communications via email, telephone and face-to-face meeting, with the strictest confidence.

WE 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.

### 1. WHAT WE COLLECT

The information you provide to us may include (depending on the circumstances):

- (a) Identity and contact data: title, names, addresses, email addresses and phone numbers.
- b) Scripts, manuscripts and other artistic, creative material for us to review, or in the case of existing clients, to market.
- c) Professional employment history, such as your CV, previous and current writing experience, work history, qualifications, skills, projects and research that you are involved in,

references, employment and background data relevant to the effective marketing of your work.

(d) Financial details (if you are a client) to enable us to remit to you the money we collect on your behalf pursuant to our representation of you and your work, and details of previous fees and terms and conditions obtained for your work. We will ask you for your bank details, VAT number, and details of your accountant if you wish us to send them information as well. If you are an ex-client and we are still receiving money on your behalf, we will retain these details so that we can continue to process payments for you.

(e) Information contained in correspondence: We will collect any information contained in any correspondence between us. For example, if you contact us with a query by email or telephone, we may keep a record of that correspondence.

(f) In certain circumstances, we will receive information about you from third parties, such as referees and parties necessary to verify the information that you provide to us in connection with your submission. For example, we will use third-party databases or websites such as [www.imdb.com](http://www.imdb.com), Amazon, or publishers' sites to confirm your professional credits, publication history, etc.

(g) We might also receive information about you from third parties if you have indicated to such third party that you would like to hear from us.

## 2. WHY WE COLLECT PERSONAL DATA AND HOW WE USE IT.

We use this information because you have asked us to do something/provide you information, because it is otherwise necessary in relation to our contract of representation with you, and to conduct business with you: to contact you and manage and facilitate our business relationship with you, including the

administration of your contract (on the basis of performing our contract with you).

We use this information to understand your needs and provide you with a better service.

When you submit Financial information to us, this is used to raise invoices and administer payments due to you pursuant to our representation of you, your projects and your career.

When you submit artistic and literary materials to us for evaluation, and at our invitation, this is in order to be considered for representation on specific terms to be negotiated and subject to personal contract between us.

For existing clients, your personal and professional details will be used in the promotion of your career, obtaining work opportunities and the submission of your literary and artistic materials for purchase, option or licence in line with our representation agreement with you.

Promotion may, from time to time include Social media interactions: to interact with users on social media platforms including Facebook, LinkedIn, Twitter, Pinterest, Instagram and Google+, for example, responding to comments and messages, posting, 'retweeting' and 'liking' posts (on the basis of our legitimate interest in promoting our brand and clients, and communicating with interested individuals).

We may also need to share your information with third parties such as co-agents: if one of our co-agents puts us in touch with each other with a view to working together, they may send us information such as your writing background and contact details. You will normally be consulted by that agent before they send us contact details.

We may also share your information with third parties editorial service providers, such as freelance readers, if where applicable.

We will request such third parties to maintain appropriate security to protect your information from unauthorised access or processing.

### 3. SECURITY

We will store and process your Personal Data only for as long as we reasonably require to retain the information in order for us to perform the services/activities we are undertaking and to comply with our legal obligations.

We look for opportunities to minimise the amount of personal information we hold about you.

Once we have received your Personal Data, we will use appropriate technological and operational security measures within our working processes, systems and equipment, using appropriate password protection and online security updates to try to prevent unauthorised access or unlawful use.

We maintain the physical security of our offices, and limit access to your personal information to those in our company who need to use it in the course of their work.

We aim to destroy email queries about representation, submissions materials and related correspondence after 6 months. However, we may permanently keep a log recording brief details of these in the event of a legal claim.

In the case of existing clients: their work is kept for as long as such material is being marketed or remains marketable, by mutual agreement between us. Associated email and paper correspondence may be kept permanently in the service of such legal issues as copyright ownership and licensing, chain of title and other necessary information in the event of a legal claim.

We do not capture and store any personal information about people who access this website, except where you voluntarily choose to give us your personal details in the manner described in the foregoing paragraphs.

**Links to other websites:** Our website may, from time to time, contain links to other websites of interest. We do not control these third-party websites and are not responsible for their privacy statements. When you leave our website, we encourage you to read the privacy notice of every website you visit.

#### 4. CHILDREN

Our website is not intended for children. We do not knowingly collect or maintain the personal information of children under the age of 13 . If you are under the age of 13, please do not access our website at any time or in any manner. We will take appropriate steps to delete the personal information of persons under the age of 13

#### 5. CONTROLLING YOUR PERSONAL INFORMATION: YOUR RIGHTS

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.

You have legal rights (i) to make a “subject access request” to access your Personal Data; (ii) to request and be given your Personal Data in machine readable format for the purposes of your passing such data to third parties; (iii) to request rectification or removal of your Personal Data; and (iv) to object to processing of your Personal Data and/or to have its processing restricted. If you would like to use any of these rights, or otherwise have any questions about how we handle data, please contact us at [compliance@swagency.co.uk](mailto:compliance@swagency.co.uk) with details of your request.

You may **withdraw consent** for us to hold your personal data at any time.

We will respond as soon as possible but no longer than one month after such request is received. We will not usually charge you an administration fee in relation to any such subject access request unless we feel that the request is unusually onerous or complex.

Please note that we may need to retain certain information for our own record-keeping and research purposes.

### **What we need from you to process your requests**

We may need to request specific information from you to help us confirm your identity and to enable you 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. We may also contact you to ask you for further information in relation to your request to speed up our response.

## **6. COMPLAINTS AND QUERIES**

The name of our Data Controller is Simon Williamson, and for any queries or complaints relating to our processing of your Personal Data, or about our data protection please contact him at [compliance@swagency.co.uk](mailto:compliance@swagency.co.uk)

You may also raise complaints with the Information Commissioner who is the statutory regulator, and with whom we are registered. (<https://ico.org.uk/>),

## **7. CHANGES TO THIS PRIVACY NOTICE AND YOUR DUTY TO INFORM US OF CHANGES**

We may make changes to this Privacy Notice from time to time. We will post any changes to our site, or notify clients of any material changes by e-mail.

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your relationship with us.

This Privacy Notice was updated on 23rd May 2018.