

# GRADY AND GRANT

## TALENT MANAGEMENT

### **Privacy Policy**

The privacy of your personal data and information is extremely important to us at Grady and Grant Talent Management. We make every effort to ensure the security of your personal details. We will never trade, sell or rent any of your personal information to third parties. All personal information is stored on secure servers. This policy has been written in accordance with current ICO guidelines.

#### **Our Contact Details:**

Grady and Grant Talent Management

Email: [hello@gradyandgrant.com](mailto:hello@gradyandgrant.com)

Tel: 07818 034057

Website: [www.gradyandgrant.com](http://www.gradyandgrant.com)

#### **The type of personal information we collect:**

We collect and process the following personal information which is provided to us by yourself for the purposes of applying to us for representation or submitting you for work, securing work and negotiating contracts on your behalf, as detailed in our Agency Agreement:

Name, address, contact telephone number, email address, date of birth, passport details, National Insurance number, bank account details.

#### **How we get the personal information and why we have it:**

All personal information we collect is provided to us by yourself either via the Apply To Join Us form on our website or upon signing our Agency Agreement and setting up your Tagmin account. Under the UK General Data Protection Regulation (UK GDPR) the lawful bases we rely on for processing this information are:

- (a) Your consent. You have the right to withdraw your consent at any time. You can do this by contacting [hello@gradyandgrant.com](mailto:hello@gradyandgrant.com)
- (b) We need it for the purpose of representing you and submitting you for and securing your work.

#### **How we store your personal information:**

Personal information is stored on secure servers. We will keep your personal information for as long as we need it for the purposes detailed above.

**Your data protection rights:**

Under data protection law you have the following rights:

- (a) Right of access. You have the right to request a copy of the personal information we hold.
- (b) Right to rectification. You have the right to request we rectify any personal information which you think is inaccurate. You also have the right to ask us to complete any information you think is incomplete.
- (c) Right to erasure. You have the right to request we erase your personal information under certain circumstances.

You can make such a request by contacting [hello@gradyandgrant.com](mailto:hello@gradyandgrant.com). If you make a request we have one month to respond to you.

**How to complain:**

If you have any concerns about how we use your personal information you can complain to us at [hello@gradyandgrant.com](mailto:hello@gradyandgrant.com).

You can also complain to the ICO if you are unhappy with how we have used your data. The ICO's contact details are:

The Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

Website: [www.ico.org.uk](http://www.ico.org.uk)

*Policy last updated: 1st October 2021  
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