

Privacy Policy

Divine International

The privacy of your personal information is of paramount importance to Divine International. We will never sell, trade or rent your personal information to any third party and will take the upmost care to protect your information. All personal information is held securely within password protected documents and accounts and may only be accessed by Divine International staff.

If you have any questions relating to this policy or the information we hold about you, please contact info@divineinternational.co.uk

This policy explains how Divine International collects and subsequently uses your information.

How we collect your information:

When you register yourself (or as a Parent / Guardian on behalf of a Child Performer) as a Talent with Divine International, we will collect the following information about you through the completion of a registration form:

- Full Name (and additionally, the full name of the Parent/Guardian if registering a minor).
- Home Address
- Contact Telephone Number
- Email Address
- Emergency Contact Details

We will also collect the following Talent information:

- Date of Birth / Age
- Height
- Clothing Measurements & Shoe Size
- Medical Conditions / Disabilities / SEN Requirements
- Banking Details (to allow payments to be made to the Client)

The above information will only be used as detailed below.

How we use your personal information:

- Submitting a talent for work or performance opportunities.
- Discussions and negotiations of salary and / or fees.
- Discussions within Divine International, including (but not limited to) verbal communication and / or email communication with Casting Directors, Directors, Producers and other Creatives involved within the process of pursuing and securing employment on the Talent's behalf.
- Discussions with Lawyers and other legal professionals (where applicable).
- To execute our obligations arising from any Contracts entered into by the Talent and through Divine International.
- Processing of a job application.
- HMRC reporting.

- To notify the Talent of any changes within Divine International and to communicate as necessary.
- Discussion between Divine International and the Talent providing information on the Services provided.

We are required by law to hold certain types of information to fulfil statutory obligations; we review our retention periods on a regular basis. Divine International will hold a Talent's personal information for the period in which the Talent is involved with the Agency and for a period after the termination of the Agreement.

Who can access your personal information?:

Divine International may pass your information to third party providers, including (but not limited to); any password protected online management database systems which manages contact information (this will be communicated by Divine International and the platform updated as necessary), Agents, Sub-Contractors and other associated Organisations and Companies for the purposes of fulfilling our Services to the Talent. However, when we use third party providers, we will only disclose essential information to enable the delivery of our Services.

Divine International will never release personal information to non-work related third parties, unless specifically requested by the Talent to do so, or unless we are required to do so by law.

Opting-out:

You have the right to withdraw from any marketing emails from Divine International at any point. When newsletters are sent from the Agency, there is an applicable 'unsubscribe' button for marketing of this nature.

Updating your information:

It is extremely important that we hold the most accurate and up-to-date information about the Talent. If you make any changes to your personal information, including a change of home address or email address, you must notify Divine International as soon as possible.

You may request a copy of the information Divine International holds about you at any time by emailing info@divineinternational.co.uk or making the request in writing addressed to: Divine International, 2 Darwin Crescent, Torquay, Devon, TQ2 7FL.

How we protect your information:

When you provide Divine International with any personal information, we take every step to ensure that this is stored securely. Electronic copies are stored within password protected documents and all devices upon which information is stored is encrypted and also, password protected.

What are 'Cookies'?:

Many websites use 'Cookies'. This is a small piece of information which is stored on your computer / laptop when you visit a website. This allows the website to recognise the user when you visit again on other occasions. Cookies do not allow us to identify you as an individual but can be used for analytical purposes. You can choose to disable Cookies by changing the relevant browser settings at any time.

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By: Alicia Sandercock

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Signature: *A. Sandercock*