

## SHACK ARTISTS and personal data.



As a responsible business, we take the collection, storage and use of all personal data very seriously. Shack Artists holds information about our clients to enable us to carry out our business as an Artists Representation organisation. This information includes the personal and contact details clients supply to us. Shack Artists will not disclose this information to any third parties except where the law allows or requires, or where clients have given permission to do so or where it is an intrinsic part of acting on behalf of our clients as an Artists Representation organisation.

### Some more detail

Personal data must be:

1. Processed lawfully, fairly and in a transparent manner in relation to individuals.
2. Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes.
3. Adequate, relevant and limited to what is necessary in relation to management of the Agency.
4. Accurate and, where necessary, kept up to date.
5. Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed.
6. Processed and maintained in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

Under GDPR all individuals associated with Shack Artists (clients and staff) have the right to:

1. Access their data.
2. Have their data rectified/updated upon request.
3. Have their data removed.
4. Restrict any processing of their data.
5. Move their data
6. Object to their data being used.

Personal data is accessible only to Shack Artists staff, and to enable them to fulfill their responsibilities. All data is password protected, encrypted and stored off-site on dedicated servers that are protected by multiple, redundant firewalls, intrusion detection and prevention systems that are regularly monitored and tested. 256-bit Secure Sockets Layer (SSL) data encryption is employed to protect all data access across the internet.

We use "Tagmin", which is registered with the ICO and processes personal data in accordance with UK data protection legislation. Tagmin is compliant with ICO requirements and data centres are certified to the following international standards: ISO 27001, ISO 9001, ISO 14001, OHSAS 18001, PCI data security standards, EU Code of Conduct for data centres and the Carbon Trust Standard.