

CASTING DIRECTORS' GUILD OF GREAT BRITAIN & IRELAND

PRIVACY POLICY

This version is effective from: 1 April 2025

This Privacy Policy (the "**Policy**") (i) sets out how Casting Directors' Guild of Great Britain & Ireland and its affiliates collect, use and disclose your information and (ii) describes the rights and choices you have regarding use of your information. Casting Directors' Guild of Great Britain & Ireland is an unincorporated non-profit organisation operating under the laws of England and Wales, with its principal office at PO BOX 64973, London, SW20 2AW (hereinafter "CDG" or the "Controller" or "we", "us", "our", as appropriate). We process your personal data in connection with our business, including the provision of our website at <https://www.thecdg.co.uk/>, and any other digital properties owned and operated by us which refers to/links to this Privacy Policy (together the "**Website**") and the services that we offer whether in person or online (including through our Website) ("**Services**"). This Policy applies not just to use of our Website, but also to any personal data that we process through other interactions (including without limitation electronic communications) with individuals in the course of running our organisation and delivering our Services, such as our members, people working for our customers, partners or suppliers. Our Website and Services are not intended to be accessed by children below the age of eighteen (18) years and we do not knowingly collect any data related to children below the age of eighteen (18) years.

1. PURPOSE OF THIS POLICY

This Policy explains our approach to any personal data that we might collect from you or which we have obtained about you from a third party, and the purposes for which we process your personal data. This Policy also sets out your rights in respect of our processing of your personal data.

When we talk about "personal data", we mean any information relating to an identified or identifiable natural person (so-called "**Data Subject**"); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person. "Personal data" does not include data where the identity has been removed/anonymised (anonymous data).

This Policy only applies to the use of your personal data obtained by us, whether from you directly or from a third party. It does not apply to personal data collected by third parties during your communications with those third parties or your use of their products or Services (for example, where you follow links to third party websites over which we have no control, or you purchase goods or Services from those third parties). For privacy information relating to any third party and/or third-party websites, please consult their privacy policies as appropriate.

2. WHAT PERSONAL DATA DO WE COLLECT?

We obtain a variety of information from and about you as you access or otherwise use the Website and Services. Please note that we need certain types of information so that we can provide certain Services to you. If you do not provide us with specific information or ask us to delete it, you may no longer be able to access or use our Services. In providing our Website and our Services, we may collect and process different types of personal data about you for different processing purposes. The types of personal data we collect depends on

who you are and how you use our Website and our Services and includes but is not limited to the following (as applicable):

Identity Data: First name; last name; date of birth; profile picture; social media account information;

Contact Data: Email address; and telephone number;

Registration Data: Account username; account password;

Financial Data: Bank account details; partial payment card details; billing address;

Transaction Data: Details about payments made between you and us; details of Services purchased from us or which we otherwise provide; details of your participation in any events, promotions or competitions that we may run on the Website or otherwise organise;

Analytics Data: Data observed about your use of our Website, including content that you have viewed, and data collected through the use of cookies, pixel tags and other similar technologies, including: data relating to your browsing activity on our Website or interaction with our emails; information about when your current or previous sessions started; information about your viewing habits and content viewed on the Website;

Technical Data: IP address; browser type and operating system; geolocation; any other unique numbers assigned to a device; device name (e.g. "Apple iPhone" or "Samsung Galaxy" or any other name that you have given your device); date and time of use

Automatic Data: We automatically collect and store any information you provide in relation to our Services including your interaction with content and Services available through the Website. Like many websites we use cookies and other unique identifiers, and we obtain certain types of information when your web browser or device accesses the Website and our Services; and

Inquiries and Feedback: We collect comments and questions you submit through automated, online and offline service interactions with us or surveys. We may also record calls, such as customer service calls.

Cookies: In order to obtain information about Cookies and how CDG uses them, please see our [Cookie Policy](#) available on the CDG website.

We do not collect any special categories of personal data about you (this includes details about your race or ethnicity, religious or philosophical beliefs, sex life, sexual orientation, political opinions, trade union membership, information about your health and genetic and biometric data). Nor do we collect any information about criminal convictions and offences.

You must provide the above personal data unless we tell you that you have a choice not to do so. Sometimes you can choose if you want to give us your personal data and let us use it. Where that is the case, we will inform you and give you the choice before you give the personal data to us. We will also tell you whether declining to share that personal data will have any effect on your ability to access our website, Website or Services. We collect and use your personal data for the purposes described in the '*How Do We Use Your Personal Data?*' section below.

3. HOW DO WE COLLECT AND RECEIVE PERSONAL DATA?

We collect and receive personal data using different methods:

Personal data you provide to us: You may give us your personal data directly, for example, when you register an account on our Website, contact us with enquiries, complete forms on our Website, subscribe to receive our marketing communications, through our interactions (including without limitation electronic communications) or provide feedback to us.

Personal data we collect using cookies and other similar technologies: When you access and use our Website, we will collect certain Analytics Data and Technical Data by using essential cookies and other similar technologies. For further information about Cookies and how we use them, please see our [Cookie Policy](#).

Personal Data Received From Third Parties: We may receive personal data about you from third parties. In particular, we may receive personal data about you from the third parties that enable access to the Website as set out in Section 5 below.

Use of Website: We use Google Analytics on our website to track user numbers and visitor activity. We record user computer IP addresses so we can tell how each user and repeat visitors use the Website (a user IP address is also a piece of personal data) as well as browser type and information about technology on the devices used to access the Website.

4. WHO WE COLLECT PERSONAL DATA ABOUT?

We collect and process personal data from the following people:

Visitors to our Website: If you visit our Website, we will collect and process your personal data in connection with your interaction with us and our Website.

Account holders and recipients of our Services: If you register an account on our Website and/or subscribe to our Services, we will collect and process your personal data in connection with your interaction with us and our Website.

People who contact us with enquiries: If you contact us with an enquiry through our Website, submit a complaint through our Website and or another customer support channel or provide any feedback to us in our surveys and feedback forms, we will collect and process your personal data in connection with your interaction with us and our Website.

Our suppliers: If you are a supplier or work with our suppliers, we may collect and process your Identity Data, Contact Data, Financial Data and Transactional Data in connection with your interactions with us and to procure and pay for goods and services.

Our clients: If you are client or work for a client, or in our clients' supply chain or if you are an industry contact or working in a field relevant to our Services we may collect and process your personal data in connection with your interaction with us and our Website.

5. HOW DO WE USE YOUR PERSONAL DATA?

We use your personal data for the purposes set out in this section. If we wish to make any changes to these purposes, or if we wish to use your personal data for any purpose that is not listed in this section, we will notify you using the contact details we hold for you.

Legal basis: The law requires us to have a legal basis for collecting and using your personal data. We rely on one or more of the following legal bases:

Performance of a contract with you: Where we need to perform the contract, we are about to enter into or have entered into with you.

Legitimate interests: We may use your personal data where it is necessary to conduct our business and pursue our legitimate interests, for example to prevent fraud and enable us to give you the best and most secure customer experience. We make sure we consider and balance any potential impact on you and your rights (both positive and negative) before we process your personal data for our legitimate interests. We do not use your personal data for activities where our interests are overridden by the impact on you (unless we have your consent or are otherwise required or permitted to by law).

Legal obligation: We may use your personal data where it is necessary for compliance with a legal obligation that we are subject to. We will identify the relevant legal obligation when we rely on this legal basis.

Consent: We rely on consent only where we have obtained your active agreement to use your personal data for a specified purpose, for example if you subscribe to an email newsletter or other update emails.

Use of our Website:

- (a) **Registering and accessing an account on our Website:** You are required to register an account with us in order to gain access to certain features and functionality on our Website. To create an account, you may need to provide Identity Data, Contact Data and Registration Data. Alternatively, we may provide you with functionality to login to our Website using your login details to a third-party Website, such as Facebook, Gmail, Apple, etc. and we may receive this information automatically from the third-party Website.

We will use this data to process your registration. We may also use this data to help us understand more about our customers (please see our [Cookie Policy](#) for more information). Once your account is registered, we will process your Registration Data to identify you when you log in to your account. We will also process certain Contact Data so that we can administer and contact you about your account.

Our legal basis for processing

The processing of your data for these purposes does not require your consent as it is necessary to pursue the legitimate interest of the Controller pursuant to article 6(1)(f) of the UK General Data protection Regulation (**UK GDPR**), and as it is based on the need to take pre-contractual measures and/or perform a contract to which you are a party pursuant to article 6(1)(b) of the UK GDPR.

- (b) **To understand how users use our Website:** When you browse our Website, we collect and process Analytics Data and Technical Data to help us understand how you are using and navigating our Website.
- (c) **To provide the correct version of our Website:** We use Technical Data to determine your approximate geolocation to ensure we provide you with the correct version of our Website, including content, notices and information that is specific to your location.

Our legal basis for processing

The processing of your data for these purposes does not require your consent as it is necessary to comply with legal obligations to which the Controller is subject pursuant to article 6(1)(c) of the UK GDPR (for example in order to ensure that we provide you with information that we are legally required to provide to you) and as it is necessary to pursue the legitimate interest of the Controller pursuant to article 6(1)(f) of the UK GDPR (for example in order to ensure that the content and information that you see is appropriate for your location).

- (d) **If you link to social media sites and interact with our social media pages:** If you click on one of the social media links on our Website or otherwise interact with our social media pages such as on Facebook or Instagram (including interacting with any 'like' or similar embedded features on our Website or social media accounts), we and the relevant social media Website may receive information relating to such interaction and may share your personal data in connection with this purpose, such as certain Analytics Data and Technical Data. For more information about how we use this personal data, please see our [Cookie Policy](#). The relevant social media Website may also be a 'controller' in respect of the personal data that is collected

via your use of our social media pages and may use that personal data for additional purposes. For details of how the relevant social media Website uses your personal data, please see the privacy policy of the relevant social media Website.

Our legal basis for processing

The processing of your data for these purposes does not require your consent as it is necessary to pursue the legitimate interest of the Controller pursuant to article 6(1)(f) of the UK GDPR and, in particular, to ensure that we provide the Website in an effective way and to promote our Website via social media.

Receipt and use of our Services

- (e) **To supply our Services:** We collect and maintain personal data that you submit to us for the purpose of supplying our Services that you have purchased or requested from us.

The personal data we process may include data you provided during your registration for an account and Financial Data and Transaction Data. We process this information so that we can fulfil the supply of Services, maintain our user databases, and to keep a record of how our Services are being used.

Our legal basis for processing

The processing of your data for these purposes does not require your consent as it is based on the need to take pre-contractual measures and/or perform a contract to which you are a party pursuant to article 6(1)(b) of the UK GDPR. In some cases, the processing of your data for these purposes does not require your consent, as it is necessary to pursue the legitimate interests of the Controller pursuant to article 6(1)(f) of the UK GDPR and, in particular, to ensure that we provide our Services in an effective, safe and efficient way.

- (f) **To help you get the most out of our Website and our Services:** When you use our Services we collect and process Analytics Data to help us understand how you and others are using our Services. We use this information to personalise your experience on our Website and to help you get the most out of our Services, such as by recommending content that we think you may be interested in based on your viewing history.

To ensure that our Website works as intended and for security reasons, including to detect fraudulent or illegal activity: There are various ways in which you are able to contact us and from time to time, you may also be able to submit specific enquiries on other pages of our Website, including in secure account areas.

When you make an enquiry, we will collect and process your Identity Data and Contact Data - only to the extent strictly necessary in order to answer to your request - as well as any other personal data that you volunteer and/or that is relevant to your enquiry. We use this information to manage and respond to your enquiry. If you have a technical issue concerning our Website, we may also collect and process Analytics Data and Technical Data to help us diagnose the technical issues you are experiencing and to help us resolve them in an efficient way.

Our legal basis for processing

The processing of your data for these purposes does not require your consent as it is necessary to pursue the legitimate interests of the Controller pursuant to article 6(1)(f) of the UK GDPR and, in particular, to ensure that we are able to help you with your enquiry, provide a good standard of service and improve our customer Services.

Customer insight and analysis

- (g) **To help us understand more about our customers and users and to improve our Website:** We collect Analytics Data and Technical Data when you use our Website and our Services and when you interact with our emails. We may collect this data from the devices that you use to access our Website through the use of cookies, web beacons, pixel tags and other similar technologies (which we generically refer to as “**Cookies**”). Please see our [Cookie Policy](#) for more information.

Marketing activities: We use your Identity Data and Contact Data to send you marketing communications. In particular, we may conduct promotional activities (so-called "marketing") and send you information and promotional communications concerning our Services, by mail, internet (websites), telephone, e-mail - including newsletters and direct e-mail marketing - MMS, SMS, also in order to carry out market research. We have a legitimate interest in using your personal data for marketing purposes. This means we do not need your consent to send you marketing information. If we change our marketing approach in the future so that consent is needed, we will ask for this separately and clearly.

Our legal basis for processing

The processing of your data for this purpose requires your consent pursuant to article 6(1)(a) of the UK GDPR. You have the right to opt out of receiving marketing communications at any time by contacting us at info@thecdg.co.uk or using the 'unsubscribe' link in emails. If you opt out of receiving marketing communications, you will still receive service-related communications that are essential for administrative or customer service purposes (for example communications regarding new content available on the Website, information relating to updates to this Policy and other policies, checking that your contact details are correct and other Website and Service-related communications).

- (h) **Business administration and legal compliance**

If we need to use your personal data to comply with our legal obligations or in connection with the administration of our business: We may use your personal data: (i) to comply with our legal obligations; (ii) to enforce our legal rights; (iii) to protect the rights of third parties; and (iv) in connection with a business transitions such as a reorganisation or sale of any of our assets.

Our legal basis for processing

The processing of your data for these purposes does not require your consent as it is necessary to pursue the legitimate interests of the Controller pursuant to article 6(1)(f) of the UK GDPR and as it is necessary to comply with legal obligations to which the Controller is subject pursuant to article 6(1)(c) of the UK GDPR.

6. IF YOU FAIL TO PROVIDE YOUR PERSONAL DATA

Sometimes, the provision of personal data for the purposes indicated above constitutes a legal and contractual obligation. In all these cases, failure to provide data will make it impossible for the Controller to fulfil legal and contractual obligations.

In other cases, the provision of the personal data is necessary for the pursuit of the legitimate interests of the Controller. In this case, failure to provide the Data will make it impossible for the Controller to pursue such legitimate interests.

Instead, the provision of personal data for marketing purposes is optional. In these cases, failure to provide the data will make it impossible for the Controller to send you personalised and/or non-personalised marketing communications.

7. HOW DO WE OBTAIN YOUR CONSENT?

Where our use of your personal data requires consent, you can provide such consent at the time we collect your personal data following the instructions provided, or by informing us using the contact details set out in the *"How To Contact Us"* section.

8. MODALITIES OF PROCESSING

Your personal data will be processed through electronic procedures and computerized tools. The Controller adopts specific security measures in order to prevent data loss, illicit or incorrect use and unauthorized access to the data. In any case, the personal data will be processed with logics strictly related to the purposes indicated herein.

9. THIRD-PARTY LINKS

This Privacy Policy only applies to personal data processed by us through your use of our Website and/or in connection with our business operations. However, from time to time, our Website may contain links to third-party websites and Services. We have no control over these websites and Services and this Privacy Policy does not apply to your interaction with the relevant third parties.

When you use a link to go from our Website to another website (even if you do not leave our Website) or you request a service from a third party, your browsing and interactions on any other websites, or your dealings with any other third-party service provider, is subject to that website's or third-party service provider's own rules and policies. For example, our Website invites you to connect with us on social media Websites such as Facebook and Instagram. When you click on the links we provide to such third-party Websites, you will be transferred from our Website to the relevant third-party Website and the privacy policy (and other terms and conditions) of that Website will apply to you.

We do not monitor, control or endorse the privacy practices of any third parties. We encourage you to become familiar with the privacy practices of every website you visit or third-party service provider that you use in connection with your interaction with us and to contact them if you have any questions about their respective privacy policies and practices.

10. SHARING PERSONAL DATA

We only share personal data with others when we are legally permitted to do so. When we share personal data with others, we put contractual arrangements and security mechanisms in place to protect the personal data shared and to comply with our data protection, confidentiality and security standards and obligations.

When processing your personal data, we may need to share it with third parties (including other entities within our group of companies), as set out hereinbelow. This list is non-exhaustive and there may be circumstances where we need to share personal data with other third parties. In particular, personal data may be communicated to and processed by the following subjects in their capacity of Autonomous Controllers (as defined under the UK GDPR), Data Processors (as defined under the UK GDPR) or persons authorized to process personal data, as duly appointed by the Controller.

Third-party suppliers who provide applications/ functionality, data processing or IT Services: We share your personal data with third parties who support us in providing our Website and help provide, run and manage our internal IT systems. Such third parties may also include, for example, providers of information technology, cloud-based software-as-a-service providers, identity management, website design, hosting and management, data analysis, data back-up, security and storage Services. The servers powering and facilitating that cloud infrastructure are located in secure data centres around the world, and personal data may be stored in any one of them. We also share your personal data with third-party service providers to assist us with insight analytics.

Payment providers and banks: We share your personal data with third parties who assist us with the processing of payments and refunds (if any).

Third-party email marketing and Customer Relationship Management (CRM) specialists: We share your personal data with specialist suppliers who assist us in managing our marketing database and sending out our post and email marketing communications and account-related communications.

Auditors, lawyers, accountants and other professional advisers: We share your personal data with professional Services firms who advise and assist us in relation to the lawful and effective management of our organisation and in relation to any disputes we may become involved in.

Law enforcement or other government and regulatory agencies and bodies: We share your personal data with law enforcement or other government and regulatory agencies or other third parties as required by, and in accordance with, applicable law or regulation.

Other third parties: Occasionally, we may receive requests from third parties with authority to obtain disclosure of your personal data, such as to check that we are complying with applicable law and regulation, to investigate an alleged crime, or to establish, exercise or defend legal rights. We will only fulfil requests for personal data where we are permitted to do so in accordance with applicable law or regulation.

11. INTERNATIONAL TRANSFERS

We do not transfer your personal data to countries outside the UK generally, however, it is sometimes necessary for us to transfer your personal data to countries outside the UK (including transfers to service providers that carry out certain functions on our behalf). In those cases, we will comply with applicable UK and EEA laws designed to ensure the privacy of your personal data. Whenever we transfer your personal data out of the UK to countries which have laws that do not provide the same level of data protection as the UK law, we always ensure that a similar degree of protection is afforded to it by ensuring that the safeguards set out below are implemented.

12. TRANSFER OF DATA TO THIRD PARTIES

As part of the Services offered to you, the personal information you provide may be transferred to countries outside UK and the European Economic Area (hereinafter, the "EEA") and, merely by way of example, your personal data may be transferred to the other companies belonging to the Controller's group which need to process your data dealing with the Services that the Controller is providing to you. In these cases, countries outside the EEA to which your data shall be transferred may not have the same level of data protection as countries within the EEA. However, whenever we intend to do this, before any transfer takes place, we ensure

that transfer to extra-EU countries is carried out in a way that provides appropriate and opportune guarantees according to Chapter V of the UK GDPR. In particular, a similar level of protection to European data protection regulations is afforded by ensuring at least one of the following safeguards is implemented:

- we will only transfer your personal data to countries that have been deemed to provide an adequate level of protection for personal data by the European Commission;
- where we use certain service providers, we may use specific standard contractual clauses approved by the European Commission which give personal data the same protection it has in EEA.

In the case of transfers subject to UK data protection laws the UK government has decided the particular country outside the UK or EEA must ensure it has an adequate level of protection of personal data (known as an 'adequacy regulation') in line with Article 45 of the UK GDPR. A list of countries the UK currently has adequacy regulations in relation to is available [here](#).

13. HOW LONG DO WE KEEP YOUR PERSONAL DATA?

Your personal data will only be processed for the time necessary to achieve the above-mentioned purposes. The length of time for which we retain your information depends on the purposes for which we collect and use it and/or as required by applicable law.

To determine the appropriate retention period for personal data, we consider:

- The amount, nature and sensitivity of the personal data.
- The potential risk of harm from unauthorised use or disclosure of your personal data.
- The purpose for which we process your personal data and whether we can achieve those purposes through other means.
- The applicable legal requirements.

Where we process personal data in connection with the registration and use of an account on our Website, we will retain your personal data for the duration of any Services that we provide in connection with that account (if applicable) and for such period of time as your account remains active. We will consider an account inactive if no Services are being provided in respect of that account and it has not been accessed for one year. Notwithstanding anything to the contrary, we may retain your personal data for a longer period in the event of a complaint or if we reasonably believe there is a prospect of litigation in respect to our relationship with you.

In some circumstances we will anonymise your personal data (so that it can no longer be associated with you) for research or statistical purposes, in which case we may use this information indefinitely without further notice to you.

14. CONFIDENTIALITY AND SECURITY OF YOUR PERSONAL DATA

We are committed to keeping the personal data you provide to us secure and we have implemented information security policies, rules and technical measures to protect the personal data under our control from unauthorised access, improper use or disclosure, unauthorised modification and unlawful destruction or accidental loss. In addition, all our employees and data processors (i.e. those who process your personal data on our behalf) are obliged to respect the confidentiality of the personal data of all users of our Website. We have put in place procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so pursuant to applicable laws.

15. PERSONAL DATA OF MINORS

Our Website is not intended for use by, or targeted at, minors (individuals under the age of eighteen (18)) and we do not knowingly collect personal data of minors. However, this does not prevent minors from providing personal data to us. If we do collect personal data of minors, we will comply with all applicable laws and regulations relating to the processing of personal data of minors.

If you are under the age of eighteen (18), you must not use our Website and you must not provide us with any personal information. If we discover that we are holding the personal data of a minor, we will delete that information as soon as possible. Please contact us if you have reason to believe that a minor may have submitted personal data to us (please see "*How To Contact Us*" for more information).

16. YOUR RIGHTS AS A DATA SUBJECT

We hereby inform you that at any time, in relation to your personal data, you may exercise the rights within the limits and under the conditions set out in Articles 7 and 15-22 of the General Data Protection Regulation ("GDPR") and Articles 13(2) (b) and 14(2)(c) of the UK GDPR.

You may exercise such rights by contacting the Controller to the following email address: info@cdg.co.uk. We try to respond to all legitimate requests within one (1) month. Occasionally it could take us longer than one (1) month if your request is particularly complex or you have made a number of requests. In this case, we will notify you and keep you updated. In detail, as Data Subject, you will have the right to:

- obtain confirmation whether or not personal data concerning you is being processed;
- if processing is in progress, obtain access to personal data and information relating to the processing and request a copy of the personal data;
- obtain the rectification of inaccurate personal data and the integration of incomplete personal data;
- obtain, if one of the conditions provided for in Article 17 of the GDPR is met, the erasure of personal data concerning you;
- obtain, in the cases provided for in Article 18 of the GDPR, the restriction of processing;
- receive personal data concerning you in a structured, commonly used and machine-readable format and request their transmission to another controller, if technically feasible;
- request correction of the personal data that we hold about you (this enables you to have any incomplete or inaccurate data we hold about you corrected, though we may need to verify the accuracy of the new data you provide to us);

No fee usually required: You will not have to pay a fee to access your personal data (or to exercise any of the other rights). However, we may charge a reasonable fee if your request is clearly unfounded, repetitive or excessive. Alternatively, we could refuse to comply with your request in these circumstances.

What we may need from you: We may need to request specific information from you to help us confirm your identity and ensure your right 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.

Right to object

Each Data Subject has the right to object at any time to the processing of his/her data carried out in the pursuit of a legitimate interest of the Controller. In case of objection, your data will no longer be processed unless there are legitimate grounds for the processing which override the interests, rights and freedoms of the Data Subject or for the establishment, exercise or defence of legal claims.

Right to object and to withdraw consent in relation to processing carried out for marketing purposes

With regard to the processing of data for marketing purposes, each Data Subject may withdraw at any time the consent possibly given or object to their processing, by writing an email to the address: info@cdg.co.uk.

The withdrawal of your consent shall not affect the lawfulness of processing based on consent before its withdrawal. Objection to the processing carried out through these methods also extends to the sending of commercial communications through the postal service or telephone calls with an operator, without prejudice to the possibility of exercising this right in part, for example by objecting only to processing carried out using automated communication systems.

Right to lodge a complaint with the relevant data protection authority

Please contact us if you have any queries or concerns about our use of your personal data (see below "*How To Contact Us*") in the first instance. We hope we will be able to resolve any issues you may have. In case we are unable to resolve any issues you may have, you also have the right to lodge a complaint with the relevant data protection authority (e.g., the Information Commissioner's Office (ICO) in the UK (see <https://ico.org.uk/make-a-complaint> or call +44 303 123 1113).

For further information on each of the above rights, including the circumstances in which they do and do not apply, please contact us (see "*How To Contact Us*" below). You may also find it helpful to refer to the guidance from the UK's Information Commissioner on your rights under the UK GDPR.

If you would like to exercise any of those rights, please email us at info@cdg.co.uk. When contacting us please:

- provide enough information to identify yourself (e.g. your full name, address and customer or matter reference number (where applicable)) and any additional identity information we may reasonably request from you, and
- let us know which right(s) you want to exercise and the information to which your request relates.

Automated Processing of your personal data

We do not undertake any automated decision-making, or profiling using your personal data. Note that you have a right to object to any decisions being taken through the process of your personal data by automated means if they produce legal effects concerning you or similarly significant effects on you. We do not use your personal data in a way that makes such decisions.

Privacy Rights

In addition to the above rights, your local laws (such as those in the California, Colorado, Connecticut, Virginia, Utah and other US States, the UK or EU, Singapore, Indonesia and Malaysia) may permit you to exercise certain rights with respect to the information we collect from and about you. Please note that your rights vary

depending upon your location, and that we may request you provide us with information necessary to confirm your identity and verify your request before responding to your request as required or permitted by applicable law. Certain information may be exempt from such requests under applicable law. For example, we need certain types of information so that we can provide the Services to you or to comply with a legal obligation. In some circumstances, if you still ask us to delete your information, you may no longer be able to access or use our Services.

17. **ADDITIONAL INFORMATION FOR CALIFORNIA RESIDENTS**

If you are a California resident, the California Consumer Privacy Act (“CCPA”) requires us to provide you with some additional information.

Under the CCPA, we are required to provide you with the “categories” of personal information (in addition to the specific pieces outlined above) we collect. Depending upon the types of Services you use, the categories we collect (and have collected over the past twelve (12) months) are: identifiers (such as name, address, email address); commercial information (such as transaction data); financial data (such as credit card information); Internet or other network or device activity (such as browsing history); demographic information (age); location information (such as city, state and zip code); user-generated content; inference data about you (e.g., the additional products and Services we think you may be interested based on prior purchases or usage data); and other information that identifies or can be reasonably associated with you. We also collect (and have collected in the past twelve (12) months) information considered “sensitive” under CCPA, namely log-in information for your account. Please see “*What Personal Data Do We Collect?*” for more information.

Depending on the circumstances, we may disclose any of the above categories of information we collect with: business partners to provide you with Services that you request; vendors; other parties, including government entities, when required by law or to protect our users and Services; social media Services pursuant to that service and your settings; and with your consent or in connection with a corporate transaction. In addition, we may share commercial information and financial data, including your payment information, with payment processors, and we share device information and identifiers and internet or other network or device activity with entities that provide content, advertising, and functionality. Please see “*Transfer Of Data To Third Parties*” for more information.

In addition, the California “Shine the Light” law gives residents of California the right under certain circumstances to request information from us regarding the manner in which we share certain categories of personal information (as defined in the Shine the Light law) with third parties for their direct marketing purposes. California residents may contact us at: info@cdg.co.uk, Attention: Sophie Hallett. In the body of your request, you must include: “California Shine the Light Request”, your name, a current California address including, street address, and pin code. We are not responsible for notices that are not labelled or sent properly, or that do not have complete information.

Do Not Track (“DNT”) is a privacy preference that users can set in certain web browsers. We are committed to providing you with meaningful choices about the information collected on our website for third-party purposes, which is why we describe a variety of opt-out mechanisms above. However, we do not currently recognise or respond to browser-initiated DNT signals except as described herein (if any).

18. UPDATES OR CHANGES TO THE PRIVACY NOTICE

We keep our Privacy Policy under regular review. This notice was updated on the date set out above. It may be updated to take into account changes in the Controller's organisation or for example to reflect changes to regulation or legislation. We may, from time to time, change/update this Privacy Policy, and we will endeavour to notify you of any such changes.

Updates to this notice will be posted on this page – you may therefore wish to check this page regularly and at each time you submit personal information to the Website. By continuing to access and use the Website after changes have been made to this Privacy Policy, you agree to any and all such changes.

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, for example a new address or email address.

19. HOW TO CONTACT US

You can contact us by post or email if you have any questions about this privacy policy or the information we hold about you, to exercise a right under data protection law or to make a complaint on the following address:

THE CASTING DIRECTORS' GUILD OF GREAT BRITAIN AND IRELAND

PO BOX 64973,

London, SW20 2AW

info@cdg.co.uk