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## Privacy Policy for Oddity Acting, Oddity Agency and Oddity Productions

Oddity Acting (including Oddity Acting, Oddity Agency and Oddity Productions) is committed to protecting the privacy and personal data of our students, parents, staff and partners. We process personal information in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

### Personal Data We Collect

We only collect data that's necessary to run our classes, productions and agency services. In practice, we may collect:

- **Names and contact details.** Student and parent/guardian names, home addresses, phone numbers and email addresses (from sign-up forms or registrations).
- **Child's date of birth.** Used to check age for classes, casting or licences.
- **Health/medical information.** Any allergies or medical conditions for safety (only with parental consent).
- **Photos, headshots and video footage.** Images of students (e.g. headshots, class photos/videos, self tape auditions, rehearsals and production footage) so we can create showreels or promote our programmes. We do this only if we have permission.
- **Identity documents.** Copies of passport or birth certificate (for example, to obtain a child performance licence from the local council).
- **Website form data.** If you contact us through our website (via a form), we collect the information you provide (e.g. name, email and your message).

We use this data to carry out and improve our classes, productions and casting activities. Similarly, we use your data to manage schedules, enrollments and communications, as described below.

### Why We Use Your Data

Your personal information is used for the following purposes:

- **Running classes and productions.** To register students, take attendance, plan classes/rehearsals, and manage shoot logistics. This ensures we can safely run activities that you have signed up for.
- **Communications.** To contact you about schedules or any changes (e.g. class cancellations, reminders, or urgent safety information). We may email or text parents/students so everyone is kept up to date.
- **Legal compliance.** To meet legal requirements. For example, if filming or performing with children, UK law requires us to get a child performance licence. We must share certain data (like name and date of birth) with the local council to obtain this licence.

- **Marketing and promotion (with consent).** To share news about our work/classes or students' achievements. For example, we might post photos from classes or advertise a successful short film. We will only do this with your explicit permission.
- **Administration.** To handle payments (processes through stripe in accordance with their privacy policy), attendance records and internal reporting (for example, invoicing parents or generating class lists). These uses are part of our normal operation and legitimate business interests.

In every case, we use your data only for clear and specific reasons. We do not use your personal data for unrelated purposes.

### Legal Basis for Processing

Under GDPR, we must have a lawful reason ("legal basis") for each way we use your data. The main bases we rely on are:

- **Contract.** When you sign up for classes, productions or agency representation, we have a contract with you. Processing data is necessary to perform that contract.
- **Legal obligation.** Some processing is required by law. For instance, the law requires child performance licences for any paid or public performance involving under-16s. We must submit the child's details to the council to obtain such licences.
- **Consent.** For certain activities (like marketing or using photos/videos publicly), we rely on your consent. You can choose to agree to or refuse these uses. We only send promotional emails if you have opted in, and we only use a student's image if parents have agreed.
- **Legitimate interests.** For everyday administrative tasks and communications. For example, contacting you about changes to your class is a normal business practice and doesn't override your privacy rights. We balance this interest against your rights and do not process more data than needed.

### Data Retention

We keep personal data only as long as needed for the reasons we collected it, or as required by law. In practice:

- We generally hold student/actor and parent contact records while a student is enrolled as part of our classes or agency, and for a reasonable period afterward. This allows us to answer any questions about past classes. Past and present students/actor are also enrolled to our Oddity Newsletter which you can unsubscribe to at any time.
- Data used for legal compliance (e.g. licences or safety records) is kept for the time specified by law or regulation.
- Once data is no longer needed, we will securely delete or anonymize it.
- Overall, we aim to "keep your information only for as long as is reasonably necessary". We will review our records regularly and erase old data when we no longer need it.

## How We Protect Your Data

We take care to keep your personal data secure and have implemented appropriate technical and organisational measures:

Only authorised staff members have access to personal data. Office computers and software are password-protected, and any files (electronic or paper) with personal information are stored securely. We train our staff on privacy practices so they handle data correctly. Any external providers or contractors who handle data for us (such as our booking software) must follow strict data protection rules. We use industry-standard measures to keep your information safe and confidential.

## Sharing Your Data with Others

We will **never sell, rent or trade your personal information** to anyone. We only share data when it's needed to provide our services or to comply with the law:

- **Spotlight database.** If you are represented by Oddity Agency, we share selected details (such as contact info and headshots) with Spotlight, the UK casting directory. This lets casting professionals consider you for roles. (Joining Spotlight is optional and we only include info you allow us to.)
- **Local councils/licensing bodies.** For any performance or filming that requires a child performance licence, we must submit the child's data to the local council. We do this only as required by law.
- **Casting professionals.** If a casting director or producer requests information about a student (for example, for a short film or theatre role), we may share that student's profile (e.g. name, age, base, headshot) with your consent.
- **Production teams.** For our video projects (showreels, short films), we sometimes work with external videographers, editors, directors or other industry professionals. They may have access to student images or details on a need-to-know basis. We use contracts to ensure they keep all data secure.
- **Service providers.** We use third-party vendors to help run our organisation (for example, an online registration system, email service, or accounting software). These providers only process your data on our instructions and are required by contract to follow data protection laws.
- **Legal obligations.** We may disclose data if required by law (for example, to comply with police or child protection requests).

In each case, we share only the minimum necessary information. If we need to give data to another company or organisation, we will make sure they use it only for the stated purpose.

## Cookies and Website Forms

- **Cookies:** Our website uses cookies (small text files) to make the site function and to improve it. Cookies can remember your preferences (like keeping you logged in) and

help us see how people use the site and what improvements we can make. You can disable non-essential cookies in your browser if you wish.

- **Online Forms:** When you use our website to contact us or sign up, we collect the information you enter (such as your name, email address, phone number and any message). We use that information only to respond to you and manage your request.

Overall, any information collected through our website is used only to contact you and to improve our site's performance.

### Your Rights

You have certain rights under GDPR regarding your personal data, you can:

- **Be informed** - You have the right to know how we use your data (which is the purpose of this policy).
- **Access your personal data.**
- **Rectify your personal data if it is incorrect or incomplete.**
- **Have your personal data erased.** (We will comply unless we have a legal reason to keep it (for example, if we need it for safety or legal purposes).
- **Object to processing and restrict processing of your personal data (in certain circumstances).**
- **Data portability (in certain circumstances)**
- **Withdraw consent.** Where we rely on consent (such as for using photos or sending marketing emails), you can withdraw that consent at any time. We will stop the specific processing that depended on consent.

### Complaints

If you wish to exercise any of these rights or have questions about our privacy practices, please contact us (see below). We will do our best to respond promptly and to explain any action taken.

#### Contact Us

- **Email:** [hello@oddityacting.com](mailto:hello@oddityacting.com)

We will use this contact point for any data protection correspondence.

If you are not satisfied with our response or with how we have handled your data, you also have the right to complain to the Information Commissioner's Office (ICO) via <https://ico.org.uk>.

### Review & Monitoring

This policy will be reviewed periodically to ensure it remains up to date and effective. We may update this policy if our practices change or new legal rules apply.