



## PERSONAL INFORMATION & PRIVACY PROCESSING POLICY

NicGeo (Pty) Ltd is committed to protecting your privacy. We recognize our obligation to respect and protect the confidentiality of your personal and financial information. This processing policy concerns the processing of personal data of our clients and users of and visitors to our website. The processing of personal information must be transparent and secure in conformity with the Protection of Personal Information Act (POPI). This processing policy contains the information required by POPI.

### Who we are

When we refer to "we", "us" or "our" herein we are referring to NicGeo (Pty) Ltd t/a Authentik, Registration Number 2017/217593/07. Our principal place of business is at 206 Buitengracht Street, Bo-Kaap, Cape Town but we recommend you contact our Information Officer at [george@authentik.co.za](mailto:george@authentik.co.za)

### Processing Purposes and Legal Basis for Processing

You recognize that in order to make use of our services you will have to provide us with certain information pertaining to you, failing which we may not be able to render such services to you. However, the choice of providing us with information remains yours at all times. We may collect information about you as follows:

- i) From you, including all the information as contained in the forms that you submit (including your name, contact details, age, identity number, bank details, gender, marital status and all other information outlined in the application form to be completed by you titled "Artist Details"), when you make use of our services;
- ii) In the event that you visit our website and you register on the website and/or subscribe to our newsletter, we ask you to enter some personal details (forename, surname and email address). These personal data are used for the management of the site and the service for which you are registered;
- iii) From your social media accounts;
- iv) From people and entities employed by us to provide services for us (where applicable);
- v) From persons employed by you to provide services to you, including communications services and data hosting, processing and management services;
- vi) Details of when you contact us and when we contact you, including the IP addresses, electronic mail addresses and telephone numbers you contact us from and the content of the communications between us, which we may record. We may hold your information collected hereunder for as long as you are registered to use our services and for at least five years thereafter or such longer period as may be required or permitted by law;
- vii) From such other persons as you may consent to or which may be legally entitled to provide us with information about you; and
- viii) We may also make enquiries with anyone for the purposes of verifying the accuracy of information already given to us.

In accordance with POPI, the legal basis for processing your personal data is your permission.

### Why we need your information

We collect and will process your information for the following purposes:

- i) **For the sole intention of fulfilling our contractual obligations to you in professionally representing you as to secure jobs on your behalf, which includes submitting your portfolios and self-tapes for auditions, pitch you for roles, follow up on submissions and auditions and negotiate remuneration and effect payment for every job we procure as your agent;**
- ii) For such other purposes as you may consent to or as may otherwise be lawfully permitted, including for the purposes of protecting our and/or your legitimate interests and/or that of our suppliers and other customers.

Please note that we will not contact you telephonically for unsolicited purposes or send unsolicited communications to you by mail, SMS or electronic mail that is not in connection with / does not relate to the performance of our obligations to you in terms of the contract concluded with you.



## Sharing your information

Keeping your personal information secure is one of our most important responsibilities. We cannot disclose your information unless legally permitted to do so. Save as set out below, we will not transfer your information to a third party without your consent unless legally obliged thereto. In particular, we do not sell lists or databases with our clients' information and will not provide any of your information to entities outside our group so as to permit them to market their goods or services to you. You agree that we may transfer your information to the following people and organizations in pursuit of the data processing purposes set out in this policy:

- i) To production companies,
- ii) To advertising companies,
- iii) To Independent producers or individuals creating work in the entertainment field
- iv) To persons employed by us to provide services on our behalf that adhere to principles similar to ours regarding the treatment of your information, including delivery, debt collection, data hosting, processing and management services;
- v) To any person to whom we cede, delegate, transfer or assign any of our rights or obligations pertaining to the services provided to you or contracts concluded with you;
- vi) To any person that acts as your legal guardian, executor of your estate, curator or in a similar capacity;
- vii) To such other persons as may be permitted by applicable law or that you may consent to, including persons and entities who may request such information to evaluate your creditworthiness.


Please note that our sharing of your information may also involve the transfer thereof to third parties outside RSA where applicable and necessary. In the event of such transfer, we will require that such third party also subscribes to protecting your information on terms similar to the terms of this policy.

## Security

We will strive at all times to ensure that your records will always be protected against unauthorized or accidental access, processing or loss. We maintain this commitment to data security by implementing appropriate reasonable technical and organizational measures to safeguard and secure your information, including by using appropriate data protection techniques and access control mechanisms. If we use a third party to host, manage or process your data on our behalf we will require that such third party also commit to implementing appropriate reasonable technical and organizational measures to safeguard and secure your information. If we are not prevented by a law enforcement or regulatory agency, we will notify you as soon as practicably possible in writing and at your email address if we believe that unauthorized access to your information may have occurred, providing you with such information as you may reasonably require to implement protective measures.

What role can you play in protecting your information and accounts?

- i) Never share your user identification name or number, or password with anyone or submit it to any web site that you do not recognize and fully trust and never send such information to us or anyone else through unprotected communication mechanism;
- ii) Do not leave your computer unattended;
- iii) Always log or sign off at the end of a web site session;
- iv) Change your web passwords regularly;
- v) Keep your contact details as provided to us up to date and accurate, including by promptly notifying any changes thereto to us; and
- vi) Promptly report any suspected security breach, loss or theft of your user identification name or number, and/or password;



## Web Sites

When you visit our website we may collect certain information about you. Such information will be stored in a cookie on your computer's hard drive by your web browser. Cookies are intended to assist and improve your use of our web sites. Most browsers accept cookies automatically, but usually you can alter the settings of your browser to prevent automatic acceptance.

Every time you connect to our web site we store web server logs which show your IP address (the unique number which your machine uses when it is connected to the Internet); what you looked at; whether the page request was successful or not, and which browser you used to view the pages. The use of this data is strictly for statistical and personalization purposes only. It also tells us how many hits and page requests we get.

## Your rights regarding your information

Provided that you give us suitable and adequate proof of your identity, you have a right to know which records we hold about you and to know the identity of all third parties which have been or are to be given access thereto. This can be done by submitting a written request in the prescribed form to us. We may charge a reasonable prescribed fee as notified to you in advance for processing such requests. We will not be obliged to provide you with information to the extent that we are prohibited or permitted thereto by applicable law.

You also have the right to require us to correct or erase any records we hold about you that we are no longer permitted to retain, is inaccurate, irrelevant, excessive, out of date, incomplete, misleading or has been unlawfully obtained. This can be done by submitting a written request in the prescribed form to us. We will notify you of the steps taken as a result of your request.

Please contact our Risk and Compliance Office indicated at the head of this policy if you want to submit any request to us hereunder. We will provide you with the prescribed form and the amount of any applicable prescribed fee.

We reserve the right to adapt or change this processing policy for personal data, if required, in accordance with POPI.