



The Noteworthy Approach

POL-005 – Privacy Policy

This policy should be read alongside POL-001 – Code of Practice & Professional Standards. It reflects the values and standards that underpin all work undertaken by The Noteworthy Approach.

Our Commitment

At The Noteworthy Approach, our policies are designed not only to meet professional standards, but to reflect the values that shape the way we work every day. We believe that honesty, professionalism, kindness and respect should underpin every relationship with performers, families, clients and industry colleagues.

Document Code:	POL-005
Version:	1
Authorised by:	Sarah Jennings
Effective From:	June 2026
Review Date:	June 2027

Contents

1. Welcome
2. Who This Policy Applies To
3. Information I May Collect
4. Why We Collect Your Information
5. How Your Information Is Stored
6. Who Information Is Shared With
7. Your Rights
8. Keeping Information Safe
9. Questions About Your Information
10. Contact

1. Welcome

At The Noteworthy Approach, we understand that sharing personal information is an act of trust.

Whether you're a performer, parent, coaching client or someone making an enquiry, we only collect the information needed to support you professionally and to provide our services safely, effectively and responsibly.

We are committed to looking after your information with the same care and professionalism that we bring to every aspect of my work.

This Privacy Policy explains what information we collect, why we collect it, how it is used and the choices you have regarding your personal information.

The Noteworthy Approach complies with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

We believe that clear communication builds trust, and that includes being open about how personal information is handled. My aim is to collect only the information that is genuinely needed, keep it secure and use it responsibly in order to provide the best possible service.

2. Who This Policy Applies To

This policy applies to anyone whose personal information is processed by The Noteworthy Approach, including:

- Coaching clients
- Performers
- Parents and guardians
- Potential clients making enquiries
- Workshop participants
- Website visitors
- Anyone who contacts The Noteworthy Approach

3. Information I May Collect

Depending on the service being provided, this may include:

Contact Information

- name
- address
- telephone number
- email address

Performer Information

- date of birth
- CVs
- headshots
- showreels
- Spotlight information
- Tagmin information
- performance history
- representation preferences

Parent / Guardian Information

- contact details
- emergency contacts
- permissions and consent where appropriate

Business Information

- invoices
- payment records
- contracts
- correspondence

Website Information

- information submitted through contact forms
- cookies (where applicable)

4. Why We Collect Your Information

Information is collected so that I can:

- deliver coaching and representation services.
- communicate with you effectively.
- promote performers professionally, where appropriate.
- arrange auditions, bookings and engagements.
- meet safeguarding responsibilities.
- process payments and maintain business records.
- meet legal and regulatory obligations.

I only collect information that is relevant to these purposes.

5. How Your Information Is Stored

Personal information is stored securely using appropriate electronic and, where necessary, paper-based systems.

Reasonable steps are taken to protect personal information against unauthorised access, loss, misuse or disclosure.

Information is only kept for as long as it is needed to provide services, meet legal obligations or resolve any outstanding matters.

6. Who Information May Be Shared With

Information is only shared where it is necessary to provide the services requested or where there is a legal obligation to do so.

This may include:

- Casting directors
- Production companies
- Creative teams
- Spotlight
- Tagmin
- Accountants
- Professional advisers
- Regulatory or safeguarding authorities where required by law

Personal information is never sold to third parties.

7. Your Rights

Under UK GDPR you have the right to:

- request access to your personal information.
- ask for inaccurate information to be corrected.
- request that information is deleted where appropriate.
- restrict or object to certain processing.
- withdraw consent where consent is the legal basis.
- complain to the Information Commissioner's Office (ICO).

Requests can be made by contacting The Noteworthy Approach directly.

8. Keeping Information Safe

Protecting personal information is an ongoing responsibility.

The Noteworthy Approach regularly reviews the way information is stored and handled to help ensure it remains accurate, secure and appropriately protected.

If a data breach were ever to occur, it would be managed in accordance with UK GDPR requirements.

9. Questions About Your Information

If you have any questions about how your information is collected or used, we'd be pleased to help. We'd always rather you ask than worry, and we'll always do my best to explain things clearly.

10. Contact

Sarah Jennings

Director

The Noteworthy Approach

www.thenoteworthyapproach.co.uk

sarah@thenoteworthyapproach.co.uk

Related Documents

- POL-001 – Code of Practice & Professional Standards
- POL-002 – Child Safeguarding Policy
- POL-003 – Equality, Diversity & Inclusion Policy
- POL-004 – Concerns, Feedback & Complaints Policy
- POL-006 – Data Protection & GDPR Policy