

Privacy Policy & Cookie Policy

Our Privacy Policy

ACTUM TALENT MANAGEMENT INC. (ATM) is a boutique talent management agency based and incorporated in the Province of British Columbia, Canada as well as federally.

ATM is committed to protecting the privacy of our clients. This Privacy Policy applies to information collected by all means including online through Actum Talent Management Inc.'s website (the "Website") at www.actumtalentmanagement.com.

The information Actum Talent Management Inc.'s clients provide is used to deliver services to our clients, and we treat all personal information with care and concern for your safety and security. However, it is important to recognize that no computer system or online database is completely free from risks of unauthorized intrusions or hacking. We will, of course, promptly deal with all discovered incidences of unauthorized intrusions or hacking, including reporting such incidences to legal authorities if deemed appropriate.

The Website may from time-to-time also contain links to other websites over which we have no control. ACTUM TALENT MANAGEMENT INC. is not responsible for the privacy policies or practices of other websites you may choose to link to from the Website.

Actum Talent Management Inc.'s Online Commitment to Privacy Statement

This statement governs the privacy practices used on the Website. Any revisions to Actum Talent Management Inc.'s Privacy Policy will be posted on the Website. Your continued use of the Website will constitute consent to the revised Privacy Policy.

What Information is Collected?

In order to become a client of Actum Talent Management Inc., it is necessary to complete and submit an application form to Actum Talent Management Inc.. The application form contains personal information. ACTUM TALENT MANAGEMENT INC. clients must provide certain personal information as a condition of a valid submission, as stipulated in Actum Talent Management Inc.'s By-laws. Your personal information is password protected and its availability is limited to people who have a "need to know." The personal information that we collect and maintain is as follows:

- Date of Birth and Social Insurance Number
- First and Last Name (Stage and Legal)
- E-Mail Address
- Mailing Address and/or Home Address
- Contact Telephone Numbers
- Performer Type and Status

- Canadian Residency and Citizenship
- Gender
- GST/HST/QST Numbers
- Accounting Transactions and Work History
- Union Affiliations

How Do We Use The Information We Collect?

Your personal information is used to send you mail, newsletters, official documents, auditions, self taping requests, cheques.

As a ACTUM TALENT MANAGEMENT INC.client, you are included in ATM's online talent catalogue. You may choose to include your résumé and credits in addition to your headshot. This allows casting directors, directors, producers and others from the industry to view your full résumé and profile, including contact information, as well as your skills, and any credits you include.

Who We Share Your Information With?

We share your information with UBCP/ACTRA in order to exchange payment information, process address updates. Payroll Companies and Engagers receive information containing your stage name (first and last), Social Insurance Number, status and contact information in order to facilitate payments. ACTUM TALENT MANAGEMENT INC.also provides contact information to engagers to facilitate the engagement of Actum Talent Management Inc.'s clients. Otherwise, and subject to the next paragraph, ACTUM TALENT MANAGEMENT INC.does not sell, distribute or make your personal information available to others without your written consent.

Disclosure to Affiliates, Aligned Agencies and Service Providers

ACTUM TALENT MANAGEMENT INC.may transfer Personal Information to a third party for processing or to provide services, where that party uses contractual or other means to provide a comparable level of privacy protection while the information is in the custody of that third party, and where that party's goals and objectives are aligned with those of the Actum Talent Management Inc.'s clients.

Accessing and Updating Your Information

You may review, correct, update or change your personal information at any time. Ask ACTUM TALENT MANAGEMENT INC.to edit your information, in which case, you may have to provide this request to ACTUM TALENT MANAGEMENT INC.in writing, originally signed.

Use of Information by ACTUM TALENT MANAGEMENT INC.Employees

In the course of daily operations, access to private, sensitive and confidential information is restricted to authorized employees who have a legitimate purpose for accessing it. As a condition of

their employment, all Actum Talent Management Inc.. employees are required to abide by the privacy standards established by Actum Talent Management Inc.. All employees are expected to maintain the confidentiality of information at all times and failing to do so will result in appropriate disciplinary measures. We confirm that notwithstanding any other provision herein, the name and contact information of the talent agent and talent agency that represents you may be given out to those who request it, but no other personal information is disclosed without permission.

Our Cookies Policy

During user interaction with one of our internet sites, we may use a browser feature called a 'cookie' to collect information anonymously and track user patterns on our websites. A cookie is a small text file containing a unique identification number that identifies your browser to our computers each time you visit one of our sites that uses cookies. Cookies tell us which pages of our sites are visited and by how many people. This helps us to enhance the online experience of visitors to our sites.

Most major websites use cookies and most major browsers are set up to accept them. If you wish, you can reset your browser either to notify you when you have received a cookie, or to refuse to accept cookies.

Changes to Privacy Statement

Any changes to Actum Talent Management Inc.s Privacy Policy will be posted at www.actumtalentmanagement.com

Contact Information

If you believe there has been a breach to the security of this website or if you have any questions about our Privacy Policy, please contact Nadia DiMofte, Privacy Officer, at nadia@actumtalentmanagement.com, or at 4905 638 9815

If you are not satisfied with the ACTUM TALENT MANAGEMENT INC.Privacy Policy as currently presented, you should disconnect from www.actumtalentmanagement.com and send a letter outlining your concerns to ACTUM TALENT MANAGEMENT INC.

ACTUM TALENT MANAGEMENT INC.will respond promptly to your inquiry. If you are still not satisfied once you have received a reply from Actum Talent Management Inc., your issue will be referred to an impartial third party.

ACTUM TALENT MANAGEMENT INC.
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For further information on privacy and privacy legislation as it pertains to the Province of British Columbia, Canada, please visit the website for the Office of the Information and Privacy Commissioner at <http://www.oipc.bc.ca/>.

ACTUM TALENT MANAGEMENT INC. reserves the right to modify this Privacy Policy at any time.

ACTUM TALENT MANAGEMENT INC. System Descriptions

ACTUM TALENT MANAGEMENT INC.'s information applications consist of the Website

The Website acts primarily as a tool to allow users to view information about ACTUM TALENT MANAGEMENT INC. and its clients. Available information ranges from news and press releases to ACTUM TALENT MANAGEMENT INC. policies. Content is accessible to the public.