

## Privacy Policy

**Effective Date:** 1st of September

**Witness. The Company** ("we," "our," or "us") is committed to protecting your privacy in accordance with the **Privacy Act 1988 (Cth)** and the **Australian Privacy Principles (APPs)**. This Privacy Policy explains how we collect, use, store, and disclose your personal information, and how you can access or correct your information or make a complaint.

### **Who We Are**

We are a creative talent agency that represents and supports artists, performers, models, influencers, and other creative professionals. We also work closely with casting agents, brands, production companies, and creative industry partners in Australia and internationally.

### **What Personal Information We Collect**

We may collect and hold the following types of personal information:

#### **Identity & Contact Details**

Full name

Date of birth

Phone number, email address, and mailing address

Photographic ID or government-issued identification (where required)

#### **Creative and Professional Information**

Headshots, demo reels, voice samples, audition materials

Biographies, resumes, portfolios, and public social media links

Representation agreements and work history

Talent preferences and availability

#### **Financial Information**

ABN or Tax File Number (TFN) (where legally required)

Bank account details (for payments and commissions)

Invoicing and payment records

#### **Website and Online Activity**

IP address and browser/device information

Website usage analytics (via cookies or tracking tools)

We will only collect sensitive information (e.g., health or ethnicity) if it is necessary and you provide consent, or if required or authorised by law.

## **How We Collect Personal Information**

We collect personal information through:

Direct interactions with you (in person, by phone, email, or online)

Application or registration forms

Portfolio or audition submissions

Our website and social media channels

Referrals from clients, casting professionals, or industry partners

## **Why We Collect and Use Your Information**

We collect and use personal information for the following purposes:

- To represent and promote you as a creative talent
- To connect you with job and contract opportunities
- To manage bookings, negotiations, and contracts
- To make payments and comply with tax obligations
- To maintain business records and comply with legal requirements
- To improve our services and website functionality

## **Disclosure of Personal Information**

We may disclose your information to:

Casting agents, production companies, and clients seeking talent

Legal, accounting, or business advisers

Government agencies (e.g., the ATO) as required by law

IT service providers (e.g., cloud storage, CRM platforms)

Our employees, contractors, or agents involved in service delivery

We will not sell your information. If we need to share your personal information with a third party outside Australia, we will take reasonable steps to ensure that they comply with Australian privacy laws or similar standards.

## **Security and Storage**

We store personal information securely using physical, electronic, and administrative safeguards, including secure servers and password-protected systems. We retain your personal information only for as long as necessary to fulfil the purposes for which it was collected or to comply with legal obligations.

## **Accessing and Correcting Your Information**

You have the right to:

- Request access to the personal information we hold about you
- Request correction of inaccurate or outdated information

To do so, please contact us using the details below. We will respond within a reasonable period and may request proof of identity.

### **Making a Privacy Complaint**

If you have a concern or complaint about how we have handled your personal information:

1. Please contact us directly at [nadine@witness.company](mailto:nadine@witness.company)
2. We will investigate and respond within 30 days
3. If you are not satisfied, you may lodge a complaint with the **Office of the Australian Information Commissioner (OAIC)** at [www.oaic.gov.au](http://www.oaic.gov.au)

### **Use of Cookies and Website Tracking**

Our website may use cookies and similar tracking tools to improve your browsing experience and collect analytics data. You can disable cookies in your browser settings, but some functionality may be affected.

### **Third-Party Links**

Our website or communications may include links to third-party websites. We are not responsible for the privacy practices of these sites and recommend reviewing their privacy policies separately.

### **Policy Updates**

We may update this Privacy Policy periodically. The latest version will always be available on our website. Continued use of our services following an update will indicate your acceptance of the changes.

### **Contact Us**

If you have any questions, feedback, or privacy-related concerns, please contact us:

#### **Witness. The Company**

Email: [nadine@witness.company](mailto:nadine@witness.company)

Phone: +61 402 857 675

Address: U3. 105 Curlewis Street. Bondi NSW 2026. Australia