

## **THE WYLIE AGENCY (UK) LIMITED**

### **PRIVACY POLICY**

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This privacy policy (notice) details the ways in which we, The Wylie Agency (UK) Limited collect and use your personal data (your personal information) in connection with our business. It also explains what rights you have to access or change your personal data.

## **1. Who are we.**

The Wylie Agency (UK) Limited is a FC (foreign company), registered in England, under company number FC019284. In this notice, references to “we” “us” or “our” are referenced to The Wylie Agency (UK) Limited.

Our principal address is: 17 Bedford Square, LONDON, WC1B 3JA.

## **2. The information we process.**

We may collect any information that you provide to us in the following circumstances:

- a. When it is agreed we will represent you.
- b. When you submit new client information.
- c. When you submit material, or a manuscript, to us by email, phone, post or via our website.
- d. When you enter into an agreement with a third party, where we are acting as your Agent.
- e. When you make an enquiry by email, phone, post or via our website.
- f. Submit information in order to be considered for a job vacancy.

The information you may provide to us might include, but is not limited to:

- a. Identity/Company and contact data. This may include client data such as: titles, names (Personal or Company), postal addresses, email addresses, phone numbers.
- b. Financial and contractual data. Bank details, Tax, Social Security, VAT, immigration and tax residency information.
- c. Information relating to your existing agreements with third parties, previous agents, publishers or licensees of your material, or work, including copies of said agreements.
- d. Experience, employment and background data. In submitting material for review, you may provide additional information about your qualifications, academic/work history, skills, projects, research, references, proof of entitlement to work in the UK, National Insurance or Social Security number, passport and other identity documents, current salary and employment particulars.
- e. Photographic and biographical information. This information may be collected and included within our London/Frankfurt bookfair catalogues.
- f. Manuscripts, articles, and extracts of your writing, submitted for review and for submission to third parties, where agreed.

### **3. How we obtain the information.**

Information contained through communications and correspondence. We will collect and keep a record of any information contained in any correspondence between us, by email, phone, post or via our website.

### **4. Your rights.**

- a. You have a right to get access to the personal information we hold on you. If you would like a copy of the personal information we hold on you please contact your usual contact, or [mail@wylieagency.co.uk](mailto:mail@wylieagency.co.uk), or telephone 0207 908 5900.
- b. Rectification. You have a right to rectification of inaccurate personal information and to update incomplete personal information. If you believe any of the information that we hold about you is inaccurate, you have a right to request that we restrict the processing of that information and to rectify the inaccurate personal information.
- c. Erasure. You have a right to request that we delete your personal information. You may request that we delete your personal information if you believe that:
  - i. We no longer need to process your information for the purpose for which it was provided.
  - ii. We have requested your permission to process your information and you wish to withdraw your consent; or
  - iii. We are not using your information in a lawful manner.
- d. Restriction. You have a right to request us to restrict the processing of your personal information. You may request us to restrict processing your personal information if you believe that:
  - i. Any of the information that we hold about you is inaccurate.
  - ii. We no longer need to process your information for the purpose for which it was provided, but you require the information to establish, exercise or defend legal claims; or
  - iii. We are not using your information in a lawful manner.
- e. Portability. You have a right to data portability. Where we have requested your permission to process your personal information or you have provided us with information for the purposes of representation or entering into an agreement with us. You have a right to receive the personal information you provided to us in a portable format. You may also request us to provide it directly to a third party, if technically feasible. We are not responsible for any such third party's use of your personal information which will be governed by their agreement with you and any privacy statement they provide to you.
- f. Objection. You have a right to object to the processing of your personal information. You have a right to object to us processing your personal information and to request us to restrict processing, unless we can demonstrate compelling and legitimate grounds for the processing, which may override your own interests or where we

need to process your information for regulatory reasons or to protect us, or others, from legal claim.

- g. Withdraw consent. You have a right to withdraw your consent. Where we rely on your permission to process your personal information. You have a right to withdraw your consent at any time. We will always make it clear where we need your permission to undertake specific processing activities.
- h. Lodge complaints. If you wish to raise a complaint on how we have handled your personal information you can contact us and we hope that we can address any concerns you may have but you can always contact the Information Commissioner's Office (ICO) for more information.

## **5. Changes to the way we use your information.**

- a. From time to time, we may make changes to this Privacy Notice. We will post any changes to our site or notify you of any material changes by email.
- b. Please keep us informed if your personal data changes during your relationship with us. Please contact your usual contact, or [mail@wylieagency.co.uk](mailto:mail@wylieagency.co.uk), or telephone 0207 908 5900.

## **6. How we use and share your information.**

We will only use and share your information where it is necessary for us to lawfully carry out our business activities. These may be in the performance of your contract with us, or in the provision of our services to you.

- a. Where we request your consent.
- b. Where we need to comply with legal or regulatory obligation.
- c. In our legitimate interests or those of a third party.

We use your information:

- a. To manage our relationship with you, to include notifying you of changes to our terms of use or our privacy policy. On the basis of performing our contract with you, to comply with our legal obligations and on the basis of our legitimate interest, keeping our records updated.
- b. To conduct business with you. To contact you and manage our business relationship with you:
  - i. In the administration of your contracts, if we represent you. Including administration of contracts with any third parties.
  - ii. In the course of user and client support, to action any enquiries.
  - iii. To process any job applications you submit, directly, via an agent or third-party recruiter. On the basis of our legitimate interest in recruiting new employees or contractors.

- iv. To protect, investigate, and deter against fraud and unlawful activity. Including unauthorised, fraudulent or illegal activity and identity fraud. On the basis of our legitimate interest to operate a lawful business where we are under legal obligations to do so.
  - v. To comply with procedures and laws, enabling us to comply with our policies and procedures and enforce our legal rights, or to protect the rights, property, or safety of our employees. Sharing your information with our technical and legal advisors, on the basis of our legitimate interests to operate a safe and lawful business or where we have a legal obligation to do so.
  - vi. In certain circumstances we may use your personal information to pursue legitimate interests of our own, or those of third parties. Legitimate interests in conducting and managing our business and our relationship with you, including:
    - Modifying, enhancing, personalising or otherwise improving the services/communications that we provide to you.
    - Preventing and detecting fraud and operating a safe and lawful business.
    - Improving security and optimising our network or services.
- c. We will make sure we take into account any potential impact on you, where we use your information for our legitimate interests. Our legitimate interests do not automatically override yours and we do not use your information if we believe your interests should override ours, unless we have other grounds to do so, in such cases as your consent or a legal obligation. If you have any concerns about our processing please contact your usual contact, or [mail@wylieagency.co.uk](mailto:mail@wylieagency.co.uk), or telephone 0207 908 5900.

## **7. Sharing with third parties.**

We may share your personal information, when relevant, with third parties. In connection with the purposes above and on the lawful grounds described, in addition to the recipients of your information as above. Such third parties might be:

- a. Our service providers. Third parties we work with, to deliver our business. Including IT providers operating our website or database.
- b. If we represent you: publishers, agents, other licensees of your work or prospective publishers, licensees, publications, advisors, service companies, or solicitors or accountants, where appropriate.
- c. Prospective buyers and sellers of our business. Only in the event that we decide to sell, or buy, any business or assets.
- d. Third parties, including professional advisers, legal or other, regulatory authorities, HMRC, IRS, court, banks, law enforcement and government agencies, where necessary to enable us to enforce our legal rights, or to

protect legal rights, property or safety of our employees, or where such disclosure may be permitted or required by law.

- e. We require third parties to maintain appropriate security to protect your information from authorised access or processing.

## **8. Transferring information overseas.**

a. The Wylie Agency (UK) Limited is based in the UK, with The Wylie Agency's US office located in the USA, at 250 West 57<sup>th</sup> Street, Suite 2114, New York, NY 10107.

b. Our US office and some of our third parties are based outside of the European Economic Area so their processing of your personal data will involve a transfer of data outside the EEA.

- i. In transferring your personal data to the US and countries outside of the EEA, we will only do so where the European Commission has indicated that the country, or the organisation we are sharing your information with will protect your information adequately. For further details see:

[https://ec.europa.eu/info/law/law-topic/data-protection/data-transfers-outside-eu/adequacy-protection-personal-data-non-eu-countries\\_en](https://ec.europa.eu/info/law/law-topic/data-protection/data-transfers-outside-eu/adequacy-protection-personal-data-non-eu-countries_en)

In the case of the US, we may transfer data under the Privacy Shield which requires similar protection is required to personal data shared between the EEA and the US. For further details see:

[https://ec.europa.eu/info/law/law-topic/data-protection/data-transfers-outside-eu/eu-us-privacy-shield\\_en](https://ec.europa.eu/info/law/law-topic/data-protection/data-transfers-outside-eu/eu-us-privacy-shield_en)

- ii. The transfer has been authorised by the relevant data protection authority and/or
- iv. We have entered into a contract with the organisation with which we are sharing your information (on terms approved by the European Commission) to ensure your information is adequately protected.
- v. If you require further information regarding transferring information overseas, please contact your usual contact, or [mail@wylieagency.co.uk](mailto:mail@wylieagency.co.uk), or telephone 0207 908 5900.

## **9. How long we keep your information and security.**

a. If we represent you, we create records that contain your information, such as client contact and address information, immigration/residency information, bank details, copies of contracts with publishers or other licensees of your work, invoices, activity reports, VAT and tax records, payment records etc. We collect and store such data for use in connection with our business, for operational reasons, contractual necessity and

to comply with legal and tax/regulatory requirements. Records can be held on a variety of media (physical or electronic) and formats.

We use appropriate technical and operational security measures to protect your information against unauthorised access or unlawful use, in the following ways:

- i. Ensuring the physical security of our offices and other sites.
- ii. Ensuring the physical and digital security of our equipment and devices by using appropriate password protection.
- iv. Limiting access to your personal information to those in our company who need to use it in the course of their work.
- v. We will retain your information for as long as it is necessary to provide you with the services that you have requested from us, or for as long as we reasonably require to retain the information for our lawful business purposes. We archive data regularly and look to find ways to reduce the amount of information we hold about you and the length of time that we need to retain it.