

## **PRIVACY NOTICE**

*(This is an ever-evolving document, please see our website from time to time for the latest version)*

**Coleske Artist Management (Pty) Ltd**, having its address at Lombardy Business Park, Cnr Cole & Graham Roads, Pretoria, 0810 ("**CAM**", "**we**", "**our**").

This notice sets out the basis on which any personal information CAM collects from you, or that you provide to CAM, will be processed by CAM. Please read the following carefully to understand our practices regarding your personal information and how we will treat it.

If you are an employee or consultant, please contact the Information Officer at [compliance@coleskeartists.co.za](mailto:compliance@coleskeartists.co.za) for a copy of the privacy notice applicable to you.

### **Information we collect from third parties**

We collect names, contacts details, financial, tax information, profiles, pictures of the artists we onboard and work with you. We process this information for the purposes of onboarding you as an artist, managing your account, delivering the services to you, paying you, performing and enforcing the contract we have with you and complying with tax obligations such as VAT.

We collect names, contact details, billing address, financial and tax information and key employee information from persons and organisations that book our artists for the purposes of introducing you to, and booking the artists, facilitating the relationship with the artists for the event, invoicing you, performing and enforcing the contract we have with you and complying with tax obligations such as VAT.

We collect names, contact details, financial and tax information and key employee information from suppliers and professional service providers so that we can place orders/instruct you and make payment in respect of any goods or services we receive, perform and enforce the terms of our contract and comply with tax obligations such as VAT.

We may also collect names and contact details of third parties engaging with our artists for the purposes of assisting our artists in the services we provide and performing the contract we have with our artists. We may collect this information from the third party or from our artists directly.

In instances where we are involved in events or competitions, we may collect information from participants/attendees for the purposes of facilitating/marketing the sale of tickets for such events, delivering the event and/or the entrance into a competition. The type of personal information collected is likely to include names and contact details and possibly financial information. Further information will generally be provided in any terms and conditions relating to the event or competition.

### **Information we collect from you when you complete our booking form**

If you have completed our booking form, we collect your name, surname, email and telephone number and any other information you provide in order that we can contact you or respond to your to your booking request. We will only use the information you provide for this purpose.

### **Information we collect from you when you apply for a job**

We process the information you provide in your curriculum vitae, in our application form and supporting documentation/information during the recruitment process purely for the purposes of assessing your suitability for the role, for contacting you to progress your application and to take up any references you have provided. The basis for the processing of this information is that a potential employment contract may be concluded, depending on the outcome of our assessment and we have

a legitimate interest in finding candidates for roles that we have. In the event that you are successful, this data will form part of your employee file.

### **Information we collect from you when you visit our website**

Our website uses automatic systems of data collection, such as cookies. A cookie is a device transmitted to the hard disk of a user. Cookies do not contain intelligible information but allow linking between you and your personal information, such as your IP address and other information about your experience on the website. The information and data are gathered directly and automatically by the website. We process information collected by cookies in a collective and anonymous way in order to optimize the website for the needs and preferences of the users. Please access the information on your Internet browser if you wish to delete cookies after using the website. If you have started the procedure of deleting cookies, we can't ensure that all of our web pages will be displayed and that all of our services will be available to you.

### **Sharing your personal information**

Personal information held by us is processed by appropriate members of staff for the purposes for which the information was provided. We may share your personal information within our organisation and with third parties, namely suppliers, IT support providers, event providers and booking agents, artists, debt collection agencies, background check providers, professional advisors such as accountants and lawyers, HR providers, investors and government bodies/regulators.

We may disclose your personal information to a prospective buyer or seller in the event that we intend merging our business or selling or purchasing assets.

While we generally store all of the personal information that we collect about you in South Africa, it is possible that your personal information will be transmitted and hosted outside your region. For example, our email and storage, accounting software and messaging service providers have servers outside of South Africa.

We ensure that countries to which your information is being shared either have adequate laws in place or that we entered into contractual arrangements to ensure the protection of your personal information.

### **Your rights in relation to your information**

Subject to certain limitations on certain rights, you may have the following rights in relation to your information:

- Request access to your personal information (commonly known as a “data subject access request”). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it. For more information on how to exercise this right, please see our Promotion of Access to Information Act (PAIA) Manual on our website.
- Request correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- Request deletion or destruction of your personal information. This enables you to ask us to delete or destroy your personal information. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- Object to processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.

We will endeavour to respond to any such requests as soon as is reasonably practicable. In some instances, we may be able to charge a fee for responding to your request and will advise you of this and any applicable amount prior to responding.

Where you request access to your information, we are required by law to use all reasonable measures to verify your identity before doing so. These measures are designed to protect your information and to reduce the risk of identity fraud, identity theft or general unauthorised access to your information.

You also have the right to lodge a complaint with the Information Regulator, details of which are set out below:

JD House, 27 Stiemens Street, Braamfontein, Johannesburg, 2001

P.O Box 31533

Braamfontein, Johannesburg, 2017

Complaints email: [complaints.IR@justice.gov.za](mailto:complaints.IR@justice.gov.za)

General enquiries email: [inforeg@justice.gov.za](mailto:inforeg@justice.gov.za).

You should also be aware that in some instances, if you do not provide information or you exercise any rights regarding the deletion or restriction of your information or object to the processing of your information or withdraw consent, may not be able to engage with you or perform any contract we have with you.

#### **Questions?**

Should you have any queries regarding this privacy notice or would like to enforce any rights you may have under applicable data protection laws, please contact us at:

#### **Information Officer**

**Address:** Lombardy Business Park, Cnr Cole & Graham Roads, Pretoria, 0810

**E-mail:** [compliance@coleskeartists.co.za](mailto:compliance@coleskeartists.co.za)

#### **Changes to our Privacy Notice**

Any changes made to this privacy notice in the future will be posted on the website and, where appropriate, notified to you by e-mail. Please check back frequently to see any updates or changes to this notice.

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