

## CAMERON KIDS ASSOCIATES TERMS & CONDITIONS

By registering with Cameron Kids Associates, you agree to the following terms and conditions:

### **How to apply:**

1. You can apply to be included on our casting database of youngsters by submitting the online registration for free. Once this has been completed you then login in and create your profile filling out all sections to the fullest (we refer to this information as “your details”).

2. Important: by making an application:

- You agree when registering with us that you youngster is not doing so as an employee or being employed.
- You agree that you have the relevant work permit or share code to allow your youngster to work in the UK legally for all Non UK citizens and must submit these upon registration for approval.
- You agree that we may publish your youngsters details (including your photographs) from our database, include your youngsters details on our website and any other materials, and forward your youngsters details to any production companies or any other client of Cameron Kids Associates LTD (referred to as “production companies”) and to contact you with offers of bookings and details of other productions we are casting for, and about other services related to your bookings.
- You agree on behalf of your youngster to follow all our terms and conditions set out here and adhere to all the rules and regulations set out by the booking production.

3. Once registered with us we will check and approve your youngsters profile once all relevant checks have been completed. We are unable to approve a profile without a Passport, contract information and valid work share code if required.

4. By registering with us at the CKA this does not automatically guarantee you will be approved, we reserve the right to refuse your

application and remove you from our database and books without notice.

5. Once registered with us we will start to send you Availability checks which you youngster is suited for. We make no guarantee that we will offer your youngster any bookings or work as casting are in the hands of productions.

### **Your Details and Data:**

6. Under the Data Protection Act (1998) and GDPR (2018), we are the data controller of all your details we hold. We will use your youngsters details only for purposes related to this contract, or as agreed by you or permitted by law, including contacting you with offers of bookings and details of other productions we are casting for, and about other services related to your bookings. We will use appropriate measures to keep your youngsters details safe and secure. We will not sell, license or trade your personal information to others.

7. You are responsible for maintaining all your youngsters details on their profile - including contact telephone number, email and address. If we discover that their details are incorrect we have the right to remove you from our database and books.

8. We do not charge a registration or admin fee therefore you are also responsible for keeping your youngsters profile up to date. This includes measurements and photos to which are a vital part of casting. Failure to keep these updated can result in production releasing you and may also result in your youngster being sent home and unpaid.

9. All bank account information must be kept up to date as we pay all our fees by BACS to the account registered on the profile. The name on the bank account must match that on the bank account statement. We are not responsible for checking this or retrieving any payments made to the BACS information provided that is not correct.

10. You are able to request removal from our books at any given time. Please note that we will remove your information from our

database but must keep a record of all invoices paid to submit to HMRC upon our next tax year. This will be held for 1 year after removal.

### **Fees:**

11. We do not charge a registration fee nor an admin fee and with such we request that you keep all your youngsters data up to date and respond in a timely manner.

12. With all bookings we deduct a 15% commission fee from all our artists unless otherwise stated.

13. When a travel fee is given which is indicated at the time of booking or availability check we do not take commission from this.

14. We at Cameron Kids Associates do not pay travel or accommodation and will not reimburse any cancelled dates at productions request. If Travel or accommodation is to be covered this will be advised at the time of booking as this comes direct from production and not Cameron Kids Associates.

15. On your youngsters booked day you may be requested to fill out a chit form. This is an important document that shows you attendance and working hours. Please note that some productions do this via our online portal and if so we will advise.

### **Bookings:**

16. Once booked you will receive a booking email, it is important to check all and make sure all is understood.

17. We understand that circumstances change and therefore request that if you are no longer able to accept the booking that you advise in a timely manner. Youngsters require a license to be on set and with such a replacement is not possible so Failure to advise can result in your youngsters profile being removed from our database and books.

18. Production companies are entitled to cancel any booking without charge up to midday the day before the booking with some being 15:00 always good to check. We will notify you as soon as practicable after we receive notice of the cancellation of your

booking. However not all bookings will have a cancellation fee, it depends on the agreement. We will notify you of any fee due at the time of cancellation.

19. We do not accept SMS's, Social Media messages and WhatsApp messages as a form of non attendance. To advise of non attendance please do one of the following:

- If you can not attend and it is within office hours please call the number given in your booking email.
- If its out with office hours please email [mark@cameronkidsassociates.com](mailto:mark@cameronkidsassociates.com) with your youngsters full name, job attending and reason for non attendance.
- Contact can be made in the open whatsapp group if there is one, but must also be followed up with an email.

20. Once your youngster has been booked by production they will request you to sign and NDA or Global agreement on their behalf. This is an agreement set out by production and must be read and signed by all artists. Failure to do so can result in release and non payment from the production company. We at CKA can not be held liable for any issues that arise due to no signed NDA's Or Global agreements.

21. If you have any issues or queries when on set you must contact a member of CKA or the registered Chaperone on Set and not the production company direct. We are the agency that acts on your behalf and will adviser and response to your issues or queries.

### **Confidentiality:**

22. **Important**: The work you do on any booking is strictly confidential, and you must not disclose any details to anyone. For example:

- You must not make any film or sound recording or take any photographs while on any set.
- You must not contact any journalist, newspaper, magazine or other publication about any production you have worked on.

- You must not post any comments or photographs on any website, blog or social network about any production you have worked on (this includes Facebook, Twitter, Instagram, Snapchat, WhatsApp, TikTok or any other social media platform ).
- Production may also ask you to sign their own (NDA) Non-Disclosure agreement, this may be digitally signed. If you are in breach of any thing listed above we will immediately remove you from our database and books without notice or warning.

### **Payments:**

23. You Authorise Cameron Kids Associates to invoice and collect all fees from production for your bookings on Behalf. Of your youngster These Fees will be paid into our Business Bank account and distributed to you in a timely manner using our online BACS banking.

24. Payments from production companies can take anything from 4 – 12 weeks. We at Cameron Kids Associates endeavorer to pay our artists within a 30day payment period where possible. We are only able to pay once production has paid us and can not be held liable for the time scale in which it takes.

25. You will receive an email regarding your your payment with a break down of what has been paid. This will then fall into the allocated account within 48hours.

26. When registering with us you are doing so as a freelancer and not an employee of Cameron Kids Associates. Therefore as a freelancer we can not be held responsible for your Tax or National Insurance and with such when registering with us you agree that we can not be held liable and that you are not an employee. As most of our youngsters are exempt from Paying Tax due to their age this clause only effects those over the legal age.

### **Removal from Database and Books:**

27. We reserve the right to remove you from our books with no notice nor reason given. This is at the discretion of all staff Cameron Kids Associates.

## General Information:

28. We reserve the right to update the guidance on our website without specific notice to you. This includes our terms and conditions, Child protection and Privacy policy.

29. We believe in inclusion and diversity here at CKA and will not tolerate any discrimination of of age, colour, culture, educational level, ethnicity, family status, gender identity and expression, immigration status, mental and physical ability, national origin, neurodiversity, political belief, race, religion, sex, sexual orientation, size, social and economic class to any member of our Staff, artists, Clients , Production or Crew. If we are made aware of this we will remove you from our database and books with immediate effect.

30. All mentioned in these terms and conditions and the interpretation or enforcement of it, and any other matters or disputes arising in connection with be governed by Scottish and English Law and you and we herby submit to the exclusive jurisdiction of the Scottish and English Courts.

Director - Mark Cameron

