

## SHOAL - Privacy Policy

SHOAL are committed to complying with our legal obligations in respect of data protection and privacy.

This statement sets out the different types of data we may collect and the ways we collect and handle your data. It also informs you of your rights with regards to data processing and how you can contact us.

### About us

SHOAL are an arts organisation who produce a range of performances and workshops. We work with professional artists of different disciplines as well as community groups and the general public.

You can contact SHOAL at [shoalensemble@gmail.com](mailto:shoalensemble@gmail.com).

### Your data

We may collect the following kinds of data:

#### **Name and contact information**

**Digital information:** your interactions with us through our website and social media

**Correspondence:** we may keep a note if you make a specific enquiry

**Payment information:** for collaborative or production partners, for billing purposes

**Audio/video recordings:** for a specific project or purpose, where subjects have actively agreed to participate

We will only ever collect the personal data we need to provide you with the appropriate service.

We will only process personal data when we have a **lawful basis** to do so:

- We have your active **consent** to do so, for example if you subscribe to an online newsletter or agree to participate in recording;
- It is necessary for the purposes of our **legitimate interests** as a business – for example, requesting names and signatures as confirmation of workshop attendance or consent to recording. In these cases we will do so in a way which might reasonably be expected from our relationship with you, and which does not impact materially on your fundamental rights, freedom and interests. We will not process your personal data on this basis if we believe your rights override ours;
- It is necessary for the **performance of contracts** with you.

**How long will we keep your data?**

We will only keep personal data for as long as is necessary to provide our services, or for as long as we reasonably need to keep the information for the lawful business purposes or to comply with a statutory or other legal requirement.

**Data security**

We will take appropriate technical and organisational measures to protect the personal data we transmit, store or otherwise process against accidental or unlawful destruction, loss, alteration or unauthorised disclosure or access. Our computers and mobile devices are password protected.

**Your rights**

You may at any time contact us to request access to the information that we hold about you, to request an alteration or to withdraw any specific consent to use your personal data that you have previously given us. Our email is shoalensemble@gmail.com.

**Complaints**

If you are unhappy with the way we process your personal data, please contact us using the information provided below. You also have the right to lodge a complaint with the Information Commissioner's Office (ICO):  
Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF; Tel: 0303 123 1113 or 01625 545 745  
<https://ico.org.uk/global/contact-us/>

**Updates to this statement**

We may change this privacy statement from time to time. We will post updates to this privacy statement on our website, and where appropriate, we may notify you by post or email. Please check our website to stay up to date.

**Additional information for project participants: audio recording**

**'Seeking the Aether' Interview Release Form**

I understand that SHOAL are producing a sound art/performance piece 'Seeking the Aether' of which voice and audio recordings will be a part.

I consent to partake in a short interview discussing the themes of the production.

I consent to the recording of my statements and grant SHOAL and their artistic project partners the right to copy, reproduce and use all or part of the statements for incorporation in 'Seeking the Aether'.

I permit the use of all or part of the interview in all forms and media including advertising and related promotion throughout the world and in perpetuity.

Print name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

For SHOAL: interview number or timestamp: \_\_\_\_\_

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Thank you for giving an interview as part of our development of our performance piece 'Seeking the Aether'.

If you have any questions or would like to withdraw your consent, please email us at [\*\*shoalensemble@gmail.com\*\*](mailto:shoalensemble@gmail.com).

Our privacy policy can be found online at [\*\*shoalensemble.com\*\*](http://shoalensemble.com).

Find us on social media: [\*\*@shoalensemble\*\*](#)