

## **VIRTUALLYREALITY - Privacy Policy**

VIRTUALLYREALITY 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**

VIRTUALLYREALITY are an arts organisation who produce physical and online events such as screenings, performances, discussions and workshops. We work with professional and student artists of different disciplines as well as the general public.

You can contact VIRTUALLYREALITY at [virtuallyrealityevents@gmail.com](mailto:virtuallyrealityevents@gmail.com) - an inbox used by both VIRTUALLYREALITY's Artistic Director (Michael Brailey) and Co-Director (Callum Coomber).

### **Your data**

We may collect the following kinds of data:

- Name and contact information
- Digital information: your interactions with us through our website, social media and emails
- Correspondence
- Payment information for billing purposes
- Audio & video recordings: for a specific project or purpose, where subjects have actively agreed to participate

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 a 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 [virtuallyrealityevents@gmail.com](mailto:virtuallyrealityevents@gmail.com).

## **Complaints**

If you are unhappy with the way we process your personal data, please email us at [virtuallyrealityevents@gmail.com](mailto:virtuallyrealityevents@gmail.com).

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: OPEN WORKSHOP: Maximillian Marcoll, Personal Data**

During the open workshop on Saturday 5th June at 14:00 the general public are welcome to participate in the online recording (audio and video) of the work '[Personal Data](#)' by the composer Maximillian Marcoll. The work asks performers to disclose their personal data such as name, address, usernames/passwords and IBAN. In the final presentation of the piece the personal data of individuals will be incomprehensible.

VIRTUALLYREALITY will have to process the comprehensible audio recordings from individuals in order to arrange, mix and master the audio. This work will be completed within 24 hours of the workshop at which point the comprehensible audio recordings will be deleted.

All workshop members will be informed about the process and will be required to give verbal consent before recording begins.