

Privacy Policy

1. What information do we collect and why?

We only collect data when we have a legal or practical reason to do so:

-  **Freelance Practitioners:** We collect contact and bank details, Right to Work ID, insurance & DBS checks. We need this to process payments and to legally prove that you are safe to work with children and vulnerable people.
-  **School Partners:** We collect staff names and contact details to organise and deliver workshops.
-  **Participants:** We do not collect or store identifiable medical or personal data about participants. The only personal data we collect for participants are photos/videos used as part of our projects and to share/promote our work, and this is strictly only when we have signed consent.

2. How do we keep it safe?

We take security seriously. All digital files are strictly password-protected, and any physical paperwork is stored securely.

3. Do we share your data?

We will never sell your data. We only share it when necessary:

-  With schools (to confirm an artist's DBS check).
-  With safeguarding authorities (if we ever have a child protection concern).
-  With our accountants or HMRC (for tax purposes).

4. How long do we keep it?

We don't keep data longer than we need to:

-  **Photos/Videos:** Kept only as long as required for the project or promotion, and deleted immediately if consent is withdrawn.
-  **Freelancer ID & checks:** Kept for 2 years after you stop working with us (a legal requirement).
-  **Invoices & financial records:** Kept for 7 years (required by HMRC).

5. Your Rights

Under UK law, you are always in control of your data. You can ask us at any time to:

-  See the information we have about you.
-  Correct any mistakes.
-  Delete your information (unless the law says we have to keep it).
-  Withdraw consent (e.g., asking us to take down a photo).

6. Contact Us

If you want to check your data, ask a question, or change your mind about anything, please contact us on: hello@sensorycreativelab.org

If you are ever unhappy with how we handle your data, you have the right to complain to the Information Commissioner's Office (ICO) at ico.org.uk.