

Privacy Policy

Seagull Media House CIC

Last Updated: 2nd December 2025

Approved by the Board of Directors

1. Introduction

Seagull Media House CIC (“the Company”, “we”, “us”) is committed to protecting your privacy and handling your personal data transparently and responsibly. This policy explains how we collect, use, store, and share personal data when individuals interact with our organisation, apply for or participate in programmes, attend events or productions, appear in media content, or use our website and digital services.

By engaging with the Company, you agree to the terms outlined in this policy.

2. Who We Are

We are the Data Controller responsible for determining how personal data is used.

Seagull Media House CIC

117 Rectory Lane

Chelmsford

CM1 1RF

United Kingdom

If you have questions about this policy or how your data is handled, you may contact us at:

Contact@seagullmediahouse.com

3. Data Protection Lead

Seagull Media House CIC appoints a Data Protection Lead responsible for overseeing data protection compliance. This is a role-based position, not a statutory Data Protection Officer.

You may contact the Data Protection Lead at:

Admin@seagullmediahouse.com

4. What Personal Data We Collect

We may collect the following types of personal data:

4.1 Information You Provide Directly

- Name, email, phone number, address
- Age and demographic details
- Application and registration information
- Payment or booking information
- Accessibility or support needs (with consent)

4.2 Data from Media Activities

- Photography, video, audio recordings
- Signed consent forms for media appearances

4.3 Website & Digital Interactions

- IP address and browser information
- Cookies and analytics data (if enabled)
- Newsletter sign-up information

4.4 Work, Employment & Volunteering Data

- CVs, applications, references, right-to-work documentation
- Payroll and contractual information (if applicable)

We do not collect Special Category Data unless necessary and with explicit consent.

5. How We Use Personal Data

We use data to:

- Administer programmes, events, workshops, and productions
- Contact participants and respond to enquiries
- Process job and project applications
- Ensure safeguarding and legal compliance
- Record and promote events or productions (with consent)
- Analyse website engagement and improve services

We do not sell personal data.

6. Legal Basis for Processing

We process data under the following lawful bases:

- Consent (e.g., newsletter opt-in, media permission)
- Legitimate interests (e.g., contacting applicants)
- Contractual necessity (e.g., employment, booking fulfilment)
- Legal obligation (e.g., safeguarding, HMRC)

Individuals may withdraw consent at any time.

7. Sharing Personal Data

We may share data with:

- Partner organisations involved in project delivery
- External service providers acting as Data Processors (e.g., cloud storage, email platforms)
- Funders, where anonymised reporting is required
- Legal or regulatory bodies when required by law

Any organisation processing data on our behalf must comply with UK GDPR.

8. Data Storage & Security

Data may be stored:

- On local devices used for Company business
- On Company-owned devices
- In secure hard-copy storage
- Using approved cloud or CRM services

We implement:

- Password protection and limited access
 - Encryption where feasible
 - Secure disposal of data once no longer required
 - Training for staff and volunteers handling personal data
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9. How Long We Keep Data

We retain data only as long as necessary for operational, legal, and reporting purposes.

Retention timeframes are set out in the Data Retention Schedule (available upon request).

10. Cookies & Website Tracking

If cookies, analytics, or tracking technologies are used, users will be informed and given the opportunity to set preferences.

Details on cookie usage will be published in a separate Cookie Notice if applicable.

11. Your Rights

Individuals have the right to:

- Access their personal data
- Request correction or deletion
- Withdraw consent
- Restrict or object to processing
- Request data portability

To exercise these rights, contact the Data Protection Lead.

12. Children & Vulnerable Adults

Where data relates to individuals under 18:

- Consent may be required from a parent or guardian
- Additional safeguarding measures apply
- Media participation requires explicit permission

We follow best-practice safeguarding principles.

13. Data Breaches

If a breach occurs that may risk individual rights or freedoms, we will:

- Notify the ICO within 72 hours (if required by law)
 - Inform affected individuals when necessary
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14. Changes to This Policy

We may update this policy to reflect legal, operational, or organisational changes. The latest version will always be available upon request.

15. Approval

Last Reviewed: 2nd December 2025

Next Review Due: 2nd December 2026

Approval from Director(s):

Name: Kieran Lomas

Signature:  Signed by:
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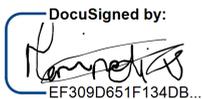
Approval from Advisors:

Name: Marina Oliveira

Name: Jasmine Woodard-Harris

Name: Josh Jenkins

Signatures:

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