

# Digital and Technology Policy

## Inclusive Performing Arts CIC and Festival

### 1. Purpose

This policy outlines 2 aspects of the use of technology, firstly how digital tools and technologies will be used to enhance accessibility, inclusivity, engagement, safety, and sustainability. The second is about the use of photography and video to record aspects of the festival and how this recorded material is saved and shared. We are committed to leveraging technology in ways that empower all participants—audiences, artists, staff, and volunteers—regardless of their ability, background, or access needs.

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### 2. Guiding Principles

- **Inclusion First:** Digital platforms and tools must prioritize accessibility and equity.
  - **Privacy and Consent:** All digital data use must comply with privacy laws and require informed consent.
  - **Transparency:** We are open about how technology is used and how data, images and footage is collected or shared.
  - **Sustainability:** We select digital tools with low environmental impact whenever possible.
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### 3. Accessibility & Assistive Technology

We commit to the use of accessible digital tools for participants of all abilities. This includes:

- Captioning and/or sign language interpretation for streamed and recorded events.
  - Compatibility with screen readers and assistive devices.
  - On-site technology support for accessible devices.
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### 4. Digital Participation

To ensure equitable access to digital experiences:

- Provide low-bandwidth alternatives to all digital content.
  - Make online events available asynchronously (e.g., on-demand access).
  - Offer community tech support for users unfamiliar with digital platforms.
  - Include multilingual options where possible (captions, translations, etc.).
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## 5. Artist and Audience Data

To protect privacy and promote ethical use of data:

- Personal data will only be collected when necessary and with consent.
  - Data is stored securely and never sold or shared without explicit permission.
  - Artists have control over how their work is shared, archived, or used digitally.
  - We do not use facial recognition or invasive monitoring technologies.
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## 6. Intellectual Property & Digital Rights

We respect the creative rights of all contributors:

- Artists retain ownership of their work unless otherwise agreed.
  - Any digital reproduction or streaming of performances will be licensed with consent.
  - Audiences are informed of any restrictions on recording or sharing.
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## 7. Online Behaviour and Safety

We foster a respectful, harassment-free digital space:

- Clear community guidelines for online engagement.
  - Moderation of live chats and social media channels.
  - Prompt response to reports of online abuse or exclusion.
  - Use of secure platforms to prevent cyber threats.
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## 8. Sustainable Tech Practices

We commit to reducing our digital carbon footprint:

- Use energy-efficient servers and green-certified tools.
  - Limit unnecessary data storage and streaming time.
  - Promote hybrid participation to reduce travel impact.
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## 9. Review and Feedback

This policy is a living document and will be reviewed annually with feedback from:

- Accessibility consultants
  - Artists and participants with lived experience
  - Technology partners
  - Community members
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## 10. Purpose of Recording

We may capture images, audio, and video during the festival to:

- Document and celebrate performances, workshops, and activities.
  - Promote future editions of the festival via our website, social media, and print materials.
  - Share highlights with artists, participants, and supporters.
  - Archive our events as part of cultural and artistic preservation.
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## 11. Where Recording Will Occur

Photography and videography may occur in the following areas:

- Main performance spaces
- Workshops and panels (with additional notice)
- Public communal areas (e.g., entrance halls, networking zones)

Private or quiet spaces (e.g., bathrooms, designated sensory-friendly zones, or prayer rooms) **will not** be recorded.

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## 12. Consent and Your Rights

We believe in informed and voluntary participation. To ensure this:

### Performers and Contributors:

- All artists, speakers, and workshop leaders will receive a media consent form in advance.
- Consent may be withdrawn at any time by contacting us at [inclusiveperformingarts@gmail.com](mailto:inclusiveperformingarts@gmail.com)

### Attendees and Participants:

- Signage will be placed at entry points to inform you when/where recording is happening.
- Coloured wristbands or badges will be provided:
  -  **Green:** Comfortable being photographed/filmed.
  -  **Yellow:** Ask before filming/photographing.
  -  **Red:** Do not photograph or film.

Festival photographers and videographers will be trained to honour these identifiers.

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### 13. How Images/Footage Will Be Used

We may use content across:

- Our website
- Social media platforms (Instagram, Facebook, TikTok, YouTube, etc.)
- Funding and sponsorship reports
- Press and media coverage
- Printed promotional materials

No personally identifying information (names, contact details) will be published without explicit consent.

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### 14. Opting Out and Withdrawing Consent

If you are featured in any published material and wish to have it removed:

- Contact us at **[inclusiveperformingarts@gmail.com](mailto:inclusiveperformingarts@gmail.com)**
  - Provide details of the image or video and where it appears
  - We will review and take appropriate action within 10 working days
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### 15. Data Retention and Security

- Photos and videos will be stored securely.
  - We retain content for up to 5 years unless otherwise agreed or requested.
  - All content is managed in compliance with [applicable data protection laws, e.g., GDPR, UK Data Protection Act].
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### 16. Accessibility and Inclusion

- All festival media will strive to reflect the diverse communities we serve.
- We will avoid framing or editing that distorts, misrepresents, or stereotypes.
- Captions, transcripts, or alternative text descriptions will be used where appropriate in digital formats.