

Privacy policy

Key details

This privacy policy describes how we protect and make use of the information you give when you share your personal information with us through our website or through signing up to our projects and programmes.

If you are asked to provide information when using the Extraordinary Bodies website or through participating in our projects and programmes, it will only be used in the ways described in this privacy policy.

This policy is updated from time to time. The latest version is published on our website. This privacy policy was updated on: **23 January 2018**

If you have any questions about this policy, please email info@extraordinarybodies.org.uk or write to: Extraordinary Bodies, Cirque Bijou, Epstein Building, Mivart Street Bristol BS5 6JF

Introduction

Extraordinary Bodies is a partnership between Diverse City and Cirque Bijou. These two companies gather personal information about individuals through our website and our core programmes, in order to provide products and services and to enable certain functions on our website.

We also collect information to better understand how participants and visitors use our website and to present timely, relevant information to them.

What data we gather

We may collect the following information:

- Name and job title
- Contact information including email address
- Demographic information, such as postcode, preferences and interests
- Website usage data
- Other information relevant to client or participant enquiries
- Other information pertaining to special offers, feedback forms and surveys

- Digital recorded images of audiences and participants at performances, workshops and conferences.

How we use this data

Collecting this data helps us understand what you are looking for from Extraordinary Bodies, enabling us to deliver improved products and services.

Specifically, we may use data:

- For our own internal records
- To improve the products and services we provide
- To contact you in response to a specific enquiry
- To customise our website for you
- To send you promotional emails about opportunities, products, services, offers and other things we think might be relevant to you
- To send you promotional mailings or to call you about products, services, offers and other things we think might be relevant to you
- To contact you via email, telephone or mail for market research reasons

Controlling information about you

When you fill in a form or provide your details on our website, you will see one or more tick boxes allowing you to consent to receive marketing communications from us by email (or other avenues if indicated)

If you consent that we can use your information for marketing purposes, you can change your mind easily, via one of these methods:

- Click 'unsubscribe' at the bottom of any of our email communications to opt-out of future emails.
- Send an email to info@extraordinarybodies.org.uk
- Write to us at: Extraordinary Bodies, Cirque Bijou, Epstein Building, Mivart Street Bristol BS5 6JF

We will never lease, distribute or sell your personal information to third parties unless we have your permission or the law requires us to.

Any personal information we hold about you is stored and processed under our data protection policy, in line with **General Data Protection Regulation (GDPR) 2018**.

Security

We will always hold your information securely.

To prevent unauthorised disclosure or access to your information, we have implemented strong physical and electronic security safeguards.

We also follow stringent procedures to ensure we work with all personal data in line with **General Data Protection Regulation (GDPR) 2018**.

Links from our site

Our website may contain links to other websites.

Please note that we have no control of websites outside the www.extraordinarybodies.org.uk (or www.diversecity.org.uk) domain. If you provide information to a website to which we link, we are not responsible for its protection and privacy.

Always be wary when submitting data to websites. Read the site's data protection and privacy policies fully.

Cookies and how we use them

What is a cookie?

A cookie is a small file placed on your computer's hard drive. It enables our website to identify your computer as you view different pages on our website.

Cookies allow websites and applications to store your preferences in order to present content, options or functions that are specific to you. They also enable us to see information like how many people use the website and what pages they tend to visit.

How we use cookies

We may use cookies to:

- **Analyse our web traffic using an analytics package.** Aggregated usage data helps us improve the website structure, design, content and functions.
- **Test content on our website.** For example, 50% of our users might see one piece of content, the other 50% a different piece of content.
- **Store information about your preferences.** The website can then present you with information you will find more relevant and interesting.
- **To recognise when you return to our website.** We may show your relevant content, or provide functionality you used previously.

Cookies do not provide us with access to your computer or any information about you, other than that which you choose to share with us.

Controlling cookies

You can use your web browser's cookie settings to determine how our website uses cookies. If you do not want our website to store cookies on your computer or device, you should set your web browser to refuse cookies.

However, please note that doing this may affect how our website functions. Some pages and services may become unavailable to you.

Unless you have changed your browser to refuse cookies, our website will issue cookies when you visit it.

Active Cookies

Video

We embed videos from Vimeo and YouTube onto our site.

For more information of each 3rd party's cookies, please visit their websites:

[Vimeo.com](https://vimeo.com) / [Google \(YouTube\)](https://www.google.com)

Social Media

We use Facebook and Twitter functionality within this site so that you can share items of interest, or connect to and follow our social media profiles.

For more information of each 3rd party's cookies, please visit their websites:

[Facebook](https://www.facebook.com) / [Twitter](https://www.twitter.com)

Google Analytics

We use Google Analytics to see how many visitors our website receives and how



they found us.

For more information about Google's cookies, please visit their websites:

[Google: Advertising Privacy FAQ](#) / [Google: Safeguarding your data](#)

In order to provide website visitors with more choice on how data is collected by Google Analytics, Google has developed the [Google Analytics Opt-out Browser Add-on](#).

To learn more about cookies and how they are used, visit [All About Cookies](#).