



Engine Shed Photography & Filming Notice

Introduction

Photography and videography may take place at The Engine Shed during events, performances, club nights, and other activities. This notice explains how and why we capture images, how they are used, and your rights under the UK GDPR, the Data Protection Act 2018 (DPA), and the Data (Use and Access) Act 2025 (DUAA).

By entering the venue or attending any event held at The Engine Shed, you may be photographed or filmed as part of the event environment. We take your privacy seriously and ensure that all imagery is captured and used responsibly.

What We Capture

We may capture:

- General ("crowd") shots showing the atmosphere of the event
- Wide-angle footage of the audience area
- Promotional photographs of performers, staff, and the venue
- Occasional close-up images of individuals (with consent)

We do not deliberately film or photograph individuals in ways that are intrusive or inappropriate.

Why We Capture Images (Purposes)

We capture photography and videography for the following purposes:

- Promoting The Engine Shed and its events across our website and social media channels
- Creating content for marketing, publicity and archive
- Supporting press or media coverage
- Documenting the event for operational or health & safety reviews

Our lawful basis for this processing is legitimate interests, meaning we use imagery in ways that support our aims as a live events venue while respecting our customers' rights and expectations.

Close-Up or Identifiable Images

If we wish to take close-up photos where you are clearly identifiable, we will:

- Seek your explicit consent before taking or using the image
- Provide a clear explanation of how the image will be used
- Give you the option to refuse without any impact on your participation

Consent can be withdrawn at any time by contacting us using the details below.

Under-18s

We apply additional protections for children and young people, in line with the DUAA's explicit requirement to consider children's needs when offering online services and processing their data. For under-18s:

- We avoid taking identifiable close-up photographs without consent
- For under-16s, we will seek parental or guardian consent for close-up images
- Children may appear in crowd shots where individuals are not the focus
- All imagery involving minors is handled with extra care and never used in inappropriate or sensitive contexts

If you are a parent/guardian and wish to request removal of an image, you may contact us at any time.

Social Media & Online Use



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Images captured at events may appear on:

- The Engine Shed website
- Official social media accounts (eg: Instagram, Facebook, TikTok, X, YouTube)
- Promotional materials and digital signage
- Partner or press pages where The Engine Shed content is shared

We cannot control or influence how third-party platforms process personal data. For details of their processing, please refer to the relevant platform or organisation's privacy notice.

DUAA Requirements – Automated Processing & Complaints

The DUAA strengthens protections relating to:

- Automated decision-making
- Children's data
- Complaints handling

While we do not use photography for automated decision-making, we comply with the Act by:

- Ensuring all data subjects can make complaints directly to us
- Acknowledging complaints within 30 days
- Allowing challenge to how imagery is used
- Ensuring human review wherever possible

Event-Specific Filming

For some events, external promoters, broadcasters, or production companies may film or photograph. When this happens:

- Additional signage may be displayed
- Promoters will be responsible for their own UK GDPR compliance
- You may request contact details for the filming organisation from our staff

External Photographers, Videographers & Media Partners

From time to time, third-party photographers, videographers, production teams, artists' media teams, or press organisations may capture images or footage at events held at The Engine Shed. Depending on the event and the purpose of the filming, they may act either as:

1. Our data processors

- If the photographer is working on our behalf and under our instruction, we remain the data controller, and they process imagery only for our purposes. In these cases:
 - We ensure they are contractually bound to UK GDPR requirements
 - They must follow our instructions
 - They will not use images for their own purposes

2. Independent data controllers

- If a photographer or media organisation is capturing images for their own editorial, artistic, or promotional use, they act as an independent data controller. This applies, for example, when:
 - Press are invited to cover an event
 - Artists' touring photographers capture crowd shots for the artist's portfolio or social media
 - Production companies film shows for broadcast or promotional material.

In these cases:



Engine Shed Photography & Filming Notice

- They are responsible for their own GDPR compliance
- They will rely on their own lawful basis
- Individuals may need to exercise rights directly with them
- We will supply their contact details on request

We expect all third party photographers to abide by the expectations in this notice.

Opting Out

You can opt out of photography or filming by:

- Speaking to a member of staff
- Informing the photographer/videographer directly
- Moving to a non-filming zone if one is available
- Contacting us after the event to request removal (see below)

We will make every reasonable effort to accommodate your request.

Data Storage & Retention

Images used for marketing or archival purposes may be retained indefinitely unless you exercise your right to erasure or unless removal would be disproportionate (eg: group photos used for historical venue documentation).

If you request removal and no exemption applies, we will delete the imagery as quickly as possible.

Your Rights

You have the right to:

- Access your personal data
- Request deletion of your images
- Object to our use of your image
- Withdraw consent (where consent was the basis for your image being captured)
- Make a complaint directly to us under DUAA

How to Request Image Removal

If you appear in an image and would like it removed, please contact compliance@lincolnsu.com with the following information:

- A description of the image
- The platform where you saw it
- Any additional details (eg: date, event name, etc.)

We will review your request promptly and remove the image where legally and operationally feasible.

Complaints

If you remain dissatisfied with how we process a request to exercise your rights around the use of your image then you may submit a complaint at the following email address: complaints@engineshed.co.uk

If you remain dissatisfied following the conclusion of your complaint, you may contact the Information Commissioner's Office (ICO): <https://ico.org.uk/make-a-complaint/>



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For Photography and Data-Related Queries

Our contact details are as follows:

- General enquiries: enquiries@engineshed.co.uk
- Press & Marketing: marketing@engineshed.co.uk
- Data Protection Officer: compliance@lincolnsu.com
- Complaints: complaints@engineshed.co.uk

Address: The Engine Shed, Lincoln Students' Union, Brayford Pool, Lincoln, LN6 7TS