

## **Undecided Productions Privacy Policy**

This Policy concerns the use of Information by Undecided Productions (UP) as it goes about its activities. It is shared publicly and with any collaborator who has access to UP internal files, external communication channels, or privy information of any sort as deemed necessary by Elise Luong.

Undecided is trying not to stuff up the trust that people have in respect to how we manage Personal and Sensitive Information. If you are reading this, please seek to understand and uphold the standards of acceptable behavior at all UP times!

Undecided Productions collects, stores and produces documents with Private, and what could be deemed Sensitive Information. We do this in order to develop our projects, to assist networking, and to communicate our activities. We have gathered the information in a variety of ways from online signups to third party recommendations. And we do our best to be caring to all!

This information could be in the form of names, contact details, personal images, images of artwork, CVs, artistic IP etc.

### **When engaging with Private or Sensitive Information we:**

- Make sure that we care for each others' wellbeing at all times.
- Give and gracefully accept constructive feedback.
- Accept responsibility, and apologizing to those affected by our mistakes.
- Anyone at any time is free to write to us asking us to discard or correct their information from our files. We would make every effort to do so across all of our platforms.
- Anyone at any time can contact us to ask if we hold any of their information.
- When we collect Personal Information we will, where appropriate and where possible, explain why we are collecting the information and how we plan to use it.
- UP follows the Chatham House Rule when publicly presenting, or in discussions with third parties, except where it is explicitly agreed otherwise.
- UP will not sell any Information.
- UP will not share the contact details to any third party if there is any doubt that this would be unappreciated.
- UP will not share photos or recordings publicly without explicit consent of those recognisable in the imagery.
- Potential or past collaborators will not be named publicly, or to any funding body, without explicit and educated consent.
- Publicly shared images are credited where possible.
- UP makes every effort to share and save Information in a safe manner, if there are suspected breaches of privacy the concerned people are contacted swiftly.
- The UP team does not consciously use AI for any of their work. Nor do we input any Private or Sensitive Information into any AI platform

**Examples of unacceptable behavior include:**

- Sharing Personal or Sensitive Information outside of the uses described above, or for non-professional reasons.
- Selling Personal or Sensitive Information.
- Copying work files for exterior projects.
- Refusing to delete, or update information after this has been requested.

**Complaints Process:**

Elise Luong is the contact person for any concerns regarding Code of Conduct breaches. Instances of abusive, harassing, or otherwise unacceptable behavior should be reported either verbally or via email (whoisundecided AT proton.me).

All complaints will be reviewed and investigated promptly and fairly, respecting the privacy and security of the reporter of any incident. Enforcement may then range from verbal or written warnings to dismissal from the event or requests for formal apologies.

**Privacy breach process examples:**

A public apology may be shared.

Documents or document elements may be deleted.

If a specific person has been found to have knowingly breached Policy a written warning, providing clarity around the nature of the issue and an explanation of why the behavior was inappropriate, with consequences for continued behavior will be drafted.

A ban from interaction or public communication with the UP community for a specified period of time may come into affect.

***\*2026 will see an overhaul of all of Undecided's communication platforms and channels. This may make it difficult to uphold some of the above points. previously we may have been brash about Privacy and so a grace period of twelve months is hoped for as we readjust our ways.***

***\*\*Exceptions to this Policy may be applied if UP is required to do so by law.***