

## **Terms and conditions**

By submitting your audio, you are providing your consent for us to use your data as described below.

The audio you are contributing today will be collected using the platform JotForm, who have their own T&Cs that you also agree to by taking part. Please read JotForm's T&Cs here:

<https://www.jotform.com/terms/>

## **Harwich Festival of Arts & The Lost Sound Project - Terms and Conditions**

Thank you for taking part!

### **1. Data Collection**

We will collect the voice recordings you submit in response to this link. No other information is being intentionally collected or stored by Harwich Festival of Arts

### **2. How Data is Used**

The purpose of data collection is to gather content for *The Lost Sound Project* exhibit

### **3. Data Sharing and Disclosure**

We may use part or all of your clip in *The Lost Sound Project* exhibit, which will live in the public sphere. It will be available at the festival itself in June 2026 and as part of the ongoing work of *The Lost Sound Project* – it may be shared online, accordingly

### **4. Data Retention**

We will keep copies of your voice recordings for this purpose only. Any recordings that are not used as part of the final output will be deleted from anywhere we have access to them within three months of the festival ending

### **5. Security**

We will ensure that only those who require access to this content are provided with it and that files are password protected in sending

### **6. International Transfers (GDPR)**

Harwich Festival of Arts will not share or send the original audio clip files of this project outside of the UK.

However, if your audio is used, it will exist as a final set of tracks made for this project and available online, in the public sphere, as *The Lost Sound Project* sound artwork indefinitely

### **7. User Rights**

We ask that your audio recording does not include your name/ age/ full address. As we are not collecting any other personally identifiable information from you, (outside of the audio recording itself), after you submit your audio, we will be unable to trace your contributions back to you and therefore we cannot offer you the right to be forgotten