

## **Privacy Policy – Harwich Festival**

Last updated: January 2026

Harwich Festival is committed to protecting your privacy and handling your personal data responsibly and transparently. This policy explains how we collect, use and store personal information when you interact with us.

### **1. Who we are**

Harwich Festival organises cultural events, exhibitions and community activities in Harwich, Dovercourt and the surrounding area.

Contact email: [contact@harwichfestival.com](mailto:contact@harwichfestival.com)

### **2. What personal data we collect**

We may collect:

- Name
- Email address
- Phone number

- Information you provide when contacting us, volunteering, signing up to newsletters, or attending events

We do not knowingly collect data from children without appropriate consent.

### 3. How we collect information

We collect information when you:

- Contact us by email or via our website
- Sign up to a mailing list
- Volunteer with us
- Book tickets or attend events through third-party services

### 4. How we use your information

We use personal data to:

- Respond to enquiries
- Manage volunteers
- Send newsletters where consent has been given
- Deliver and manage events
- Meet legal or regulatory obligations

## 5. Lawful basis for processing

We process data under:

- Consent
- Legitimate interests
- Legal obligations

## 6. Sharing your data

We do not sell or share your data for marketing purposes. Limited data may be shared with trusted third-party services such as email platforms or ticketing systems, which are responsible for their own data protection compliance.

## 7. Data retention

We keep data only as long as necessary:

- Enquiries: up to 12 months
- Volunteer records: duration of involvement plus a reasonable period
- Mailing list data: until you unsubscribe

## 8. Your rights

You have the right to:

- Access your data
- Correct inaccurate data
- Request deletion
- Withdraw consent

Requests can be made to [contact@harwichfestival.com](mailto:contact@harwichfestival.com).

## 9. Cookies

Our website may use basic cookies to improve functionality. You can manage cookies through your browser settings.

## 10. Changes to this policy

We may update this policy from time to time. The latest version will be available on our website.

## 11. Contact

For questions about this policy, contact:

Harwich Festival

[contact@harwichfestival.com](mailto:contact@harwichfestival.com)

