



Privacy notice relating to collecting information through the website

Introduction

This Privacy Notice explains how the Polish Music Centre (“we”, “us”, or “our”), operated by Pinwheel International CIC, collects, uses, stores, and protects personal information when you visit and interact with our website www.polishmusiccentre.com. We are committed to safeguarding your privacy and complying with the UK General Data Protection Regulation (UK GDPR) and related data protection laws.

What Data We Collect

When you visit or interact with the Polish Music Centre website, we may collect the following types of personal data:

- **Personal details** such as your name, email address, phone number, and postal address when you fill out contact forms, sign up for newsletters, or register for events.
- **Technical information** including your IP address, browser type and version, device type, operating system, and other diagnostic data collected automatically through cookies and website analytics tools.
- **Usage data** such as pages visited, time spent on the website, links clicked, and other browsing behaviour to help us understand how our site is used and improve user experience.
- **Communications data** from any messages or enquiries you send to us through the website.

We only collect data that you voluntarily provide or that is necessary for us to operate and improve our website and services.

What is the purpose of us collecting and using information?

We collect and use personal information from our website visitors to respond to enquiries, provide requested services such as event registrations or newsletter

subscriptions, improve and personalise the website experience, and ensure the security and functionality of our site. Additionally, we analyse website usage data to understand how visitors interact with our content so we can enhance the quality and relevance of our offerings. We only collect information that is necessary for these purposes and process it lawfully, fairly, and transparently.

Why is it lawful to collect this information?

We collect and process personal data based on the legal grounds set out in the UK General Data Protection Regulation (UK GDPR). These include your consent when you voluntarily provide information (such as signing up for newsletters), our legitimate interests in operating and improving our website and services, the need to fulfil a contract (for example, processing event registrations), and our legal obligations to comply with relevant laws. We ensure that all data processing is necessary, proportionate, and conducted transparently.

Who will we share this information with?

We do not sell or rent your personal information to third parties. We may share your data with trusted service providers who help us operate our website and provide services, such as website hosting, email marketing platforms, or analytics providers. These third parties are contractually obligated to keep your information secure and only use it as instructed by us. We may also disclose your information if required by law or to protect our legal rights.

How long will we hold this information for?

We retain personal data collected through our website only for as long as necessary to fulfil the purposes for which it was collected, including complying with legal, regulatory, or contractual obligations. For example, information from contact forms or newsletter sign-ups may be kept until you unsubscribe or request deletion. Technical and usage data collected via cookies and analytics tools are typically retained for a limited period, usually between 6 months and 2 years, depending on the specific service. When data is no longer needed, we securely delete or anonymise it.

Requesting access to your personal data

You have the right to request access to any personal data we hold about you. This is known as a Subject Access Request (SAR). If you would like to know what information

we hold, update your details, or ask us to delete your data, please contact us using the details provided in this notice. We will respond to your request within one calendar month. To protect your privacy, we may ask you to provide proof of identity before fulfilling your request.

Changes to This Notice

We may update this Privacy Notice from time to time to reflect changes in our data practices, legal requirements, or improvements to our services. When we make significant changes, we will notify you by posting an updated version on our website with a revised effective date. We encourage you to review this notice periodically to stay informed about how we collect, use, and protect your personal data.

Contact Us

If you have any questions about this Privacy Notice or your data, please contact:

Data Protection Officer

Polish Music Centre – Pinwheel International CIC

Email: info@polishmusiccentre.com

Address: 16 Ash Road, Peterborough, PE1 4PF