University of Strathclyde Glasgow

Privacy Notice – CELCIS Christmas Card Design Competition

Privacy Notice
This privacy notice explains how the University of Strathclyde will use your personal information and your rights under data protection legislation. It is important that you read this notice prior to providing your information.
Who we are
The University of Strathclyde is the organisation responsible for your personal data in terms of data protection legislation (the data controller).
Information we collect and use about you
We collect and use the personal information you provide when entering the competition, including your name, contact details and any information contained within your entry. We use this information to administer the competition, assess entries, contact winners, and issue certificates and prizes. With your consent, we may also retain your email address to inform you about future competitions and related opportunities. We will ordinarily collect the following information: - Name - Age - Name of Guardian (if applicable) - Email address - Telephone Number - Contact Address
Why we require this information and our lawful basis
<u>Why we collect your information and how it will be used:</u> We need your information to run the competition, review entries, contact participants, and provide certificates and prizes to winners. If you agree, we may also keep your email address so we can let you know about future competitions. <u>What is our legal basis for using your data?</u> Our lawful basis for using your information is legitimate interests (Article 6(1)(f) of the UK GDPR). We collect and use your information to run the competition, review entries, contact participants, and provide certificates and prizes to winners. We believe this use of your information is reasonable and necessary for managing the competition and does not override your rights or interests.
Disclosing your information
Not Applicable – we will not be sharing your information with any individuals or organisations outside of the University.

Transferring data internationally

Not Applicable - we will not transfer your data internationally.

How long your information is retained

We will retain your data for 1.5 months after the competition has ended. After this date, your data will be permanently deleted from the secure storage space.

Automated decision making and profiling

Not Applicable

Data is required as part of a statutory or contractual requirement or obligation

You are not legally required to provide your personal information. However, if you wish to take part in the competition, we need certain details from you to manage your entry and, if applicable, send you a certificate or prize. Without this information, we may not be able to process your entry or contact you about the competition.

Your rights

Under data protection legislation, you have a number of rights* including the right to:

- withdraw consent, at any time, where that is the lawful basis of our processing;
- access your personal data and obtain a copy, free of charge;
- rectify inaccuracies in personal data that we hold about you;
- erasure, that is have your details removed from systems that we use to process your personal data;
- restrict the processing in certain ways;
- obtain a portable copy of data you have given to us in a commonly used electronic form; and
- object to certain processing of your personal data by us.

***Please note that the ability to exercise these rights will vary and depend on the lawful basis under which the processing is being carried out.**

Please contact dataprotection@strath.ac.uk if you wish to exercise/enquire about any of these rights.

Complaints

If you wish to make a complaint about how we have handled your personal data, you can contact the Data Protection Officer at dataprotection@strath.ac.uk.

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law, you also have the right to complain to the Information Commissioner's Office (https://ico.org.uk/concerns/).