**Nature on your Doorstep: youth nature writing competition
Privacy Policy**

**1. Who are we?**

Lucy McRobert is a wildlife storyteller, author and communications professional. I have set this competition up independently, with the support of various other individuals and prize-givers. We are all giving our time for free for this project and it is being run in our spare time. Every prize-giver is responsible for their own prize and the terms and conditions of that prize. No responsibility can be taken by myself or any of the judges for the prizes or redeeming them. The judges’ decision is final and we maintain the right to refuse feedback on individual entries.

**2. Our commitment to your privacy**

We are committed to keeping your personal details safe. This policy explains how and why we use your personal data, to ensure that you remain informed and in control of your information.

We use three key definitions to describe people mentioned in this policy. These are definitions used by the Information Commissioner’s Office (ICO), the UK’s independent body set up to uphold information rights (www.ico.org.uk)

* ‘Data subject’: this is you. As the data subject, we respect your right to control your

data.

* ‘Data controller’: this is me, and by extension our judging panel. With your permission, we determine why and how your personal data is used (as outlined in this policy).
* ‘Data processor’: this is a person, or organisation, who processes your data on our behalf, with your permission.

We will never sell your personal data.

Should you wish to find out more about the information we hold about you, or about our privacy policy, please contact me: lucy.mcrobert@hotmail.co.uk

**3. Why do we collect your personal data?**

We use your personal data to keep in touch with you about your entry. We will only ever collect, store and use your personal data when we have an identified purpose and reason to do so. The ICO refers to this as a ‘lawful basis’.

**4. What kind of personal data do we collect? How do we collect it?**

a) Basic information

We will usually collect basic information about you, including your name, postal address, telephone number and email address. We collect this data from you directly as part of the entry form.

b) Sensitive personal data

We do not normally collect or store sensitive personal data about applicants, but should we need to I will be in contact independently.

d) Children and young people

In line with data protection law, we will not collect, store or process your personal details if you are under 13 years of age; unless we have the express permission from your parent or guardian to do so. All applicants under the age of 18 will require an entry form completed by their parents to be considered.

**5. How do we store your data?**

a) Security

All of the personal data we process is processed by our staff in the UK. Electronic data and databases are stored on secure computer software and we control who has access to information (using both physical and electronic means). Data may be shared securely with our judging panel.

b) Data retention policy

We will only use and store information for as long as it is required for the purposes it was collected for. We continually review what information we hold and delete what is no longer required after six months.

**6. Your rights**

We respect your right to control your data. Your rights include:

1. The right to be informed
2. The right of access
3. The right to rectification
4. The right to erase
5. The right to restrict processing
6. The right to data portability
7. The right to object
8. Rights in relation to automated decision making and profiling

For more information on your individual rights, please see the Information Commissioner’s Office.

**7. Making a complaint - Information Commissioner’s Office**

For further assistance with complaints regarding your data, please contact the Information Commissioner’s Office, whose remit covers the UK.

Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, SK9 5AF
Telephone: 0303 123 1113
Email: casework@ico.org.uk

**8. Leaving our website**

We are not responsible for the privacy practices or the content of any other websites linked to our website. If you have followed a link from this website to another website you may be supplying information to a third party.

**9. Get in touch**

Should you wish to find out more about the information we hold about you, or about our privacy policy, please contact me: lucy.mcrobert@hotmail.co.uk

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