

Privacy Notice – Educational Art Competition

Our Commitment to Your Privacy

As part of our commitment to protecting your information, we have updated our Privacy Notice to explain how we collect, store and handle your personal data.

We have always been careful to protect your information, but this is part of our ongoing commitment to be transparent about how we use your information and keep it safe. This will also give you more clarity over how your information is being managed.

Through our privacy notice, we have addressed the new standards introduced by the UK General Data Protection Regulation (GDPR), and the Data Protection Act 2018.

Who we are

North Kesteven District Council is registered with the Information Commissioner's Office (ICO) as a 'data controller' under Z5680267. This means we will process and hold your information for the purpose of this educational art competition. Entries are invited from children aged 11 to 16 years of age. The relevant consent form must be completed and submitted alongside the artwork.

What information do we collect

The personal information we collect are:

- Your child's name
- Your child's age
- Your child's artwork, a brief description of their entry and how their entry reflects them as an individual
- Your name
- Your postal address
- Your telephone number
- Your email address
- Your signature.

As the personal information collected is provided directly by you, under the GDPR, the lawful bases we rely on for processing your personal information are:

- GDPR Article 6 (a) – You gave us your consent. However, you are able to remove your consent at any time. You can do this by contacting dataprotection@n-kesteven.gov.uk

When we rely on your consent to process your personal information, you have the right to withdraw your consent at any time by notifying us, but withdrawing consent may not affect the material that has already been used and we will do our best to stop others doing so, however we cannot guarantee this. In addition, please note

that once published on the internet and social media, we do not have control of the storage or use of the images. We will not have control of the storage or use of images taken by the local press and media or other attendees at a showcased event.

Why we collect your data

We collect your contact details for the purpose of administering the competition.

We collect your child's name, age, artwork, brief description of their entry and how it reflects them as individual in order to maintain accurate records of the artworks submitted and attribute them to your child whilst on display. A range of shortlisted entries will be showcased in a collated space at The Hub/National Centre for Craft and Design, Sleaford, where visitors will be able to nominate their favourite(s). This information may also be publicised via Facebook where people can vote/nominate their favourite(s). The competition and exhibition will feature on the Holocaust Memorial Day Trust's interactive activity map: <https://www.hmd.org.uk/take-part-in-holocaust-memorial-day/activities/>

As far as is reasonable and practicable, we will ensure that the information recorded is accurate and kept up to date.

How we collect your data

We are collecting your data via the use of a downloadable/printable consent form, alongside your child's artwork, which can be:

- a. Emailed: Communications@n-kesteven.gov.uk
- b. Posted: Communications Team, North Kesteven District Council, Kesteven Street, Sleaford, NG34 7EF
- c. Entries can be brought to the Council Offices at Kesteven Street and the Hub (North Kesteven District Council Reception is open 9am – 5pm, Monday through to Wednesday, closed between 1pm – 2pm for lunch, and the Hub is open 10am – 5pm, Monday through to Saturday, and 10am – 4pm Sunday and Bank Holidays.

When we'll share your data

We will share your contacts details within the Communications Team for the purposes of administering the competition.

We will share your child's name, age, brief description of their entry and how it reflects them as an individual to those who are shortlisting the competition. A range of shortlisted entries will be showcased in a collated space at The Hub/National Centre for Craft and Design, Sleaford, where visitors will be able to nominate their favourite(s). This information may also be publicised via Facebook where people can vote/nominate their favourite(s). The competition and exhibition will feature on the Holocaust Memorial Day Trust's interactive activity map: <https://www.hmd.org.uk/take-part-in-holocaust-memorial-day/activities/>

We will only share relevant information about you with third parties when there is a legal basis for us to do so.

We do not sell your personal information to anyone outside of North Kesteven District Council and will not share your information for marketing purposes.

Know your rights

As we are relying on your consent to process your personal information, you have the right to withdraw that consent at any time. If you want to contact us with regards to your rights or remove your consent, please contact dataprotection@n-kesteven.gov.uk

How do we protect your information

We comply with all laws concerning the protection of personal information and have security measures in place to reduce the risk of theft, loss, destruction, misuse or inappropriate disclosure of information.

How long do we keep your information

We will retain the consent form for six months following the announcement of the winner, after which time it will be securely destroyed. Information about the winner(s) will be published indefinitely on our printed materials and social media feeds until you ask us to delete or remove it. However, this may not affect the material that has already been used and we will do our best to stop others doing so, however we cannot guarantee this. In addition, please note that once published on the internet and social media, we do not have control of the storage or use of the images. We will not have control of the storage or use of images taken by the local press and media or other attendees at a showcased event.

Updates to this privacy notice

We may update this privacy notice from time to time in response to changing legal, technical or business developments. When we update our privacy notice, we will take appropriate measures to inform you, consistent with the significance of the changes we make.

Where can I get advice/make a complaint

If you have any concerns or questions about how your personal information is handled or wish to make a complaint, please contact our Data Protection Officer at dataprotection@n-kesteven.gov.uk or by calling 01529 414155.

For independent advice about data protection, privacy and data sharing issues, you can contact the Information Commissioner's Office (ICO) at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF.

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.

Alternatively, visit ico.org.uk or email casework@ico.org.uk.