

Privacy Notice – Riverlight Stamp 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 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 the Riverlight Stamp Competition.

For the winning entrant(s), the relevant consent form will be provided prior to announcing the winner. However, there is no obligation to complete the consent form and this will not affect the individual from winning the Competition nor receiving the prize(s).

What information do we collect

The personal information we collect are:

- Your name
- Your contact details
- Your child's name (where applicable)
- Age (if an entrant is under the age of 18)
- Parent/guardian name (where applicable)
- Parent/guardian contact details (where applicable)
- Your and (where applicable) your child's Riverlight Stamp Competition Form.

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

- GDPR Article 6 (a) – You gave us your consent. 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. You can do this by contacting dataprotection@n-kesteven.gov.uk

Why we collect your data

We collect your personal information for the purpose of administering the Riverlight Stamp Competition.

For the winning entrant(s), the relevant consent form will be provided prior to announcing the winner. In this instance, 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.

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 printable form which can be submitted via the Postbox found at the Hub/National Centre for Craft and Design.

When we'll share your data

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

For the winning entrant(s), the relevant consent form will be provided prior to announcing the winner. In this instance, your contact details will be shared with the Communications Team for the purposes of publicising the winner(s) of the Riverlight Stamp Competition. We will share your name and, where applicable your child's name and age, which may be published in Council promotional activities and materials including, but not limited to, digital social media, website, printed communications, press coverage and other such uses. We may also send them to the news media.

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 your consent at any time by notifying us.

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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 your personal information and, where applicable, your consent form for six months following the announcement of the winning entrant(s), after which time it will be securely destroyed. If the relevant consent form has been completed, 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, if you ask us to remove or delete your information, this may not affect the material that has already been used. We will also do our best to stop others publishing the information, 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 icocasework@ico.org.uk