

## **Privacy notice – Zetland Park Fountain Tales Competition Entries**

This notice provides details of what information we collect from you, what we do with it, and who it might be shared with when you enter the Zetland Park Fountain Tales Competition (**Competition**).

### **Identity and contact details of the controller and the data protection officer**

Falkirk Council is the data controller. This means that we are in charge of looking after any information about you that you send to us when you enter the Competition. You can contact the data protection officer at:

Data Protection Officer  
[data.protection@falkirk.gov.uk](mailto:data.protection@falkirk.gov.uk)

### **Why do we collect this information?**

We collect your information so we can judge the Competition, and let you know if you have been a successful winner. We only collect information about you with your consent.

### **What information do we collect about you?**

We collect your name and contact details (school name and email address). We also keep copies of your communications with us and our responses.

### **Where do we collect information from?**

We collect information from you.

### **Who might we share your information with?**

The winning stories will be made available via Borrow Box (an electronic library resource) and will be published on the website of the author that has been involved with the Competition. We do not share your information with anyone else, unless we are required to do so by law.

### **Will we send your information outwith the UK?**

We do not transfer your information outwith the UK.

### **How long do we keep hold of your information?**

If you are a successful winner, we will keep a record of your name and the name of the school you intend for as long as we need it. If you are not successful, we will delete your information when the successful winner is chosen.

### **What are my rights in relation to the information held about me?**

You have the following rights:

- To see any information held about you by making a [subject access request](#).
- To withdraw consent at any time, where the legal basis for processing is consent.
- To data portability, where the legal basis for processing is (i) consent or (ii) performance of a contract.
- To request rectification or erasure of your information, where data protection legislation allows this.

### **Do I have a right to complain about the way information has been used?**

If you are worried about the way we are collecting or using your information, please let us know and we will try to fix this. If you are still concerned, you can contact the Information Commissioner:

*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*

*Fax: 01625 524 510*

*Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)*

### **Do I have to provide my personal data to you?**

You do not have to provide information to us, but if you don't, we won't be able to let you know if you have been a successful winner.

### **Do you use any automated processes to make decisions about me?**

We do not use automated decision making processes. This means that real people will judge the Competition and not robots!

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|-----------------------|-----------------------|------------------------------|-------------|
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