

Northern Roots Privacy Notice



Oldham
Council

Date and version

10th October 2020

What this privacy notice is for

Our core data protection obligations and commitments are set out in the council's primary privacy notice at www.oldham.gov.uk/dataprotection

Updating our privacy notices

We may update or revise our privacy notices at any time so please refer to the version published on our website for the most up to date details.

What we use your information for

In order to offer the **Northern Roots Creative Writing Competition** opportunity to you, it is necessary for Northern Roots to collect and hold some personal information about competition participants. We will only keep your information for the minimum period necessary. We treat and manage your data with care and privacy and every member of staff, including volunteers comply with data protection guidelines. You can withdraw from the competition and/or request your data to be removed from our files at any time by emailing northern.roots@oldham.gov.uk

What categories of personal information we use

Personal information can be anything that identifies and relates to a living person. This can include information that when linked with other information, allows a person to be uniquely identified. For example, this could be your name and contact details.

Category of personal data	Special/ Sensitive
Name (if provided)	No
Email address (if provided)	No
Age (not specific)	No
Location (not specific to postcode or address)	No

Legal basis for processing

The legal basis for processing and or sharing your personal information is 'explicit consent': You have consented for us to do so or your parent/guardian has provided consent if you are under 18 years of age.

Information sharing/recipients

We don't share your data with any third parties.

Automated Decisions

All the decisions we make about you involve human intervention.

How long we keep your data

We will only keep your personal information for as long as the law specified or where the law does not specify this, for the length of time determined by our business requirements. You can

withdraw from the competition and/or request your data to be removed from our files at any time by emailing northern.roots@oldham.gov.uk This will take a maximum of 10 working days.

Where can I get advice

More information on how to seek advice in order to exercise your rights, raise a concern or complain about the handling of your personal information by the council can be found in the councils' privacy notice www.oldham.gov.uk/dataprotection

ADDENDUM: Northern Roots Creative Writing Competition

- **To be eligible to take part in the competition, you will need to demonstrate that you live, study or work in Oldham** e.g. provide an Oldham postcode or provide details of your place of work or study.
- **You must sign, date and submit your entry using the Northern Roots Creative Writing Competition application form.** If you are under 18, you must get a parent/guardian to sign on your behalf. By signing the application form, you give Northern Roots permission to share your submission on Northern Roots web and social platforms (Instagram, Twitter and Facebook) and in print, exhibition and on any other platform Northern Roots wishes to use.
- **Entrants to the Northern Roots Creative Writing Competition** retain the copyright of their entries but give Northern Roots a perpetual, non-exclusive royalty-free licence to publish, broadcast (across all media), post online or on any other platform yet to be envisaged and to extract an element from a submission to be used in a material object on the Northern Roots site.