**Prize Draw and Competition Privacy Notice**

This privacy notice is for people who enter a prize draw or competition run by Bournemouth University.

It explains how Bournemouth University collects, uses and shares the personal data you submit in connection with the prize draw or competition, and your rights in relation to such personal data.

In this Notice, “BU” "we", "our" and "us" refers to Bournemouth University Higher Education Corporation.

As a result of your engagement with BU we will hold your “personal data”, i.e. information in a form that identifies you as individual (often referred to as “data” in this Notice).

BU is the data controller of the information it collects and processes as described in this Notice.  This means that it has the core legal responsibility to safeguard the information and ensure it is processed lawfully.  The law is set out in the EU General Data Protection Regulation (called “GDPR”) and the UK Data Protection Act 2018. In particular BU must:

* Take steps to ensure that the data it processes is accurate and up to date;
* Give you clear information about its processing of your data, in one or more Privacy Notices like this one;
* Only process your data for specific purposes described to you in a Privacy Notice, and only share your data with third parties as provided for in a Privacy Notice; and
* Keep your data secure.

**How we collect your data**

We collect your personal data from the information you provide to us when you enter the prize draw or competition. This may consist of your name and contact details (e.g. email address).

**How we use your data**

Your data will be used by BU for the purposes of managing and administering the prize draw or competition, including notifying you if you are a winner.

Details of any other uses of your data will be included in the relevant prize draw or competition terms and conditions.

**The basis for processing your information**

When we use your data in order to manage and administer the prize draw or competition, this processing is necessary for the performance of the contract between you and BU (i.e. the contractual arrangements dealing with your participation in the prize draw or competition).

When we use your data for any other purpose, we will set out the basis for this processing in the relevant prize draw or competition terms and conditions.

**How long** **your information is kept**

We will keep your data only for as long as necessary for the purposes set out above and for any audit or legal purposes.

**Your rights**

Under the GDPR you have a number of rights in relation to our processing of your data.  These include:

* Right to request access to your data as processed by BU and information about that processing (“subject access request”)
* Right to rectify any inaccuracies in your data
* Right to request erasure of your data from our systems and files
* Right to place restrictions on our processing of your data
* Right to object to our processing of your data

Please note that the above rights are not absolute, and we may be entitled to refuse requests where exceptions apply.

**Exercising your rights as a data subject**

If you have any questions or concerns about our processing of your data, please contact the **BU Data Protection Officer (DPO)**:

**Email**: dpo@bournemouth.ac.uk

**Telephone**: 01202 962472

**Address**: Poole House, Bournemouth University, Fern Barrow, Poole BH12 5BB

If you would like to exercise any of your rights as outlined above, you can contact the DPO as above or visit the Data Protection page on our website <https://www1.bournemouth.ac.uk/about/governance/access-information/data-protection-privacy> to access the relevant forms.

We will always aim to respond clearly and fully to any concerns you have about our processing and requests to exercise the rights set out above.  However, as a data subject if you have concerns about our data processing or consider that we have failed to comply with the data protection legislation then you have the right to lodge a complaint with the data protection regulator, the Information Commissioner:

**Online reporting:** <https://ico.org.uk/concerns/>

**Email:** casework@ico.org.uk

**Tel:** 0303 123 1113

**Post:**

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