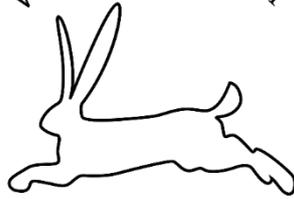


With the support of



## ***the Rhys Davies Trust***



Cultural Institute  
Sefydliad Diwylliannol

### **THE RHYS DAVIES SHORT STORY COMPETITION PRIVACY STATEMENT**

This statement explains how the Cultural institute team within Swansea University will handle and use your personal information during and after our relationship completes.

We are committed to protecting your information and being transparent about the information we hold. If however you would like to read more about the University's commitment to protecting your personal information and being transparent as a whole, please visit the University [Data Protection webpages](#).

#### **Using Your Personal Information**

Swansea University is the data controller and is committed to protecting the rights of clients and partners in line with the Data Protection Act 2018 and the new General Data Protection Regulation (GDPR). Swansea University has a Data Protection Officer who can be contacted through [dataprotection@swansea.ac.uk](mailto:dataprotection@swansea.ac.uk)

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

We will collect the following information from individuals who enter the Cultural Institute's 'Rhys Davies Short Story' Competition:

- Name of entrant
- Full address of entrant including postcode
- Email address of entrant
- Telephone Number of entrant
- Preferred pronoun of entrant
- Entry fee invoice/order reference number of entrant
- Story Title of entrant

Please note that personal details will not appear on the stories themselves as the entries will be judged anonymously. The only people who will see the personal information submitted within the entry Google form will be the Cultural Institute administrative team.

### **How will your information be used?**

Once the 12 finalists are announced, their names and story titles will be shared on our website, on social media channels and in press releases and to promote any campaigns that the Cultural Institute feels beneficial.

The entrant's e-mail address will be used to confirm receipt of submission and also to notify them if they have been shortlisted/won the competition.

The winner and runners up will have their entries published in a short story anthology by Parthian Books in 2024. The names of the winner and runners-up will be shared with Parthian books to facilitate their submissions to be published in the aforementioned short story anthology.

### **What is our legal basis for processing?**

Processing your personal data is necessary for the purposes of the legitimate interests pursued by the University in order to administer the Cultural Institute's 'Rhys Davies Short Story' Competition.

Where we use your information for our legitimate interests, we make sure that we take into account any potential impact that such use may have on you. Our legitimate interests don't automatically override yours and we won't use your information if we believe your interests should override ours unless we have other grounds to do so (such as your consent or a legal obligation).

Consent to be contacted regarding other Cultural Institute events and competitions.

### **Who receives your information?**

Information which you supply to us will be held by the Cultural Institute administrative team at Swansea University.

Your personal information will be stored on our secure electronic systems and databases and can be accessed by colleagues within the Cultural Institute who have appropriate permissions. Personal information is protected by the University and will not be disclosed to third party organisations without explicit consent.

Information is made available to personnel requiring access in limited circumstances for the reasons outlined above. These include:

- Parthian books
- Rhys Davies Trust

Winners' details will not be shared with anyone else until we publicly announce the results on our website, on social media channels and in press releases.

### **How your personal information is stored?**

Data Protection legislation requires us to keep your information secure. This means that your confidentiality will be respected, and all appropriate measures will be taken to prevent unauthorised access and disclosure.

Only members of staff who need access to relevant parts or all of your information will be authorised to do so. Information about you in electronic form will be subject to password and other security restrictions, saved on university secure networks while paper files will be stored in secure areas with controlled access.

### **How long will your information be held?**

Your personal data will be held for a year after the competition closing date.

### **Your responsibilities**

As part of the terms and conditions, the overall winner and runners-up agree to provide a short bio and high resolution photo within 7 days of having been notified that they are finalists.

Please advise the Cultural Institute team should you not wish for your details to be published by e-mailing [cultural-institute@swansea.ac.uk](mailto:cultural-institute@swansea.ac.uk).

If you have provided consent to the Cultural Institute at Swansea University to process any of your data, then you also have a right to withdraw that consent and ask for your data to be erased.

### **What are your rights?**

You have a right to access your personal information, to object to the processing of your personal information, to rectify, to erase, to restrict and to port your personal information (please note however that this is likely to affect our ability to provide support to you in the most effective way, if at all).

Please visit the University's [Data Protection webpages](#) for further information in relation to your rights.

Any requests or objections should be made in writing to the University Data Protection Officer:-

Bev Buckley

University Compliance Officer (FOI/DP),

Vice-Chancellor's Office,

Swansea University,

Singleton Park,

Swansea, SA2 8PP

[dataprotection@swansea.ac.uk](mailto:dataprotection@swansea.ac.uk)

If you are unhappy with the way in which your personal information has been processed, you may in the first instance contact the University Data Protection Officer using the contact details above.

If you remain dissatisfied, then you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at: -

Information Commissioner's Office,

Wycliffe House,

Water Lane,

Wilmslow,

Cheshire,

SK9 5AF

[www.ico.org.uk](http://www.ico.org.uk)

### **Changes to our Privacy Policy**

Any changes we make to our privacy policy in the future will be posted on this page and where appropriate you will be notified by email