

Privacy notice for QuietManDave Prize 2022

This Privacy Notice explains who we are, how and why we collect and use personal information about you, what personal data is collected and held about you for **QuietManDave Prize 2022**, our purposes and lawful bases for processing, who we share your personal data with, relevant retention periods, and how you can exercise your privacy rights.

Please do read this notice to understand our practices and if you have any questions please contact us using the contact details provided below.

The University is registered as a Data Controller with the Information Commissioner's Office (ICO). We manage personal data in accordance with the General Data Protection Regulation (GDPR) and the University's Data Protection Policy.

If you choose to submit your work to the competition, we collect and process certain data about you. This includes:

- Your first and last name
- Your age range
- Country
- Email Address
- Telephone number

Our lawful basis for processing the above details is 'legitimate interests'. Where entrants are shortlisted, we will share their name and country with the judging panel, which may include Manchester Metropolitan staff and external individuals such as freelance writers.

If you are successful, you will feature on our website. We will contact the successful entrant to request a biography, which we would like to include on our website. If you no longer want your information to be present on our website, please contact the Manchester Writing School at writingschool@mmu.ac.uk or our data protection officer at dataprotection@mmu.ac.uk.

Your personal data will only be retained for as long as it is necessary in accordance with the [University's Retention and Disposal Schedule](#). Specifically, we will retain your personal data for a period of 5 years. We will retain an entrant's poem or short story for one year.

In addition, we would also like to invite you to be considered to partake in future ethically approved research projects conducted by the University. We have included this option within the submission form. Please tick this box if you would like us to share your name, email address and telephone number with relevant Manchester Met researchers. We will review this list every year to ensure relevancy, and delete you details when no longer deemed to be relevant. You can withdraw from this list at any time by contacting writingschool@mmu.ac.uk.

For questions or concerns about this Privacy Notice, or our use of your personal information, please contact the Manchester Writing School at writingschool@mmu.ac.uk in the first instance.

For further information about your data rights, including the right to object please visit our [website](#) or contact our data protection officer at dataprotection@mmu.ac.uk. Please note, that these rights apply in certain circumstances, for example according to the lawful basis utilised by the University. The right of access to personal information held about you exists in order to be aware of, and verify, the lawfulness of the processing. Please use the contact information below to exercise these rights.

Our Data Protection Officer can also be contacted using dataprotection@mmu.ac.uk, by calling 0161 247 3884 or in writing to: Data Protection Officer, Legal Services, All Saints Building, Manchester Metropolitan University, Manchester, M15 6BH.

You have the right to lodge a complaint with the Information Commissioner's Office (ICO) as the supervisory authority in respect of the processing of your personal data. We would encourage you to expend our internal complaints procedure through our initial contact and the University Data Protection Officer, prior to contacting the ICO. Please contact: casework@ico.org.uk or telephone: 0303 123 1113. For any further contact information please see: <https://ico.org.uk/global/contact-us/>.