



## Privacy Notice – Rotary Youth Competitions & Awards

*[For the purpose of this privacy notice, Rotary International in Great Britain & Ireland (Rotary GB&I) also includes Rotary clubs and districts and their members. The use of the term ‘you’, ‘your’ also means that of the Entrant/Nominee where the competition/award Nominee is a minor, i.e. under the age of 18 years or 18 years of age and over but not legally eligible to give consent].*

Members of Rotary GB&I (“we”) value the trust you put in us to process your personal information and will always be open and honest about the information we collect and how we will use it. We will never do anything with your personal information that you wouldn’t reasonably expect us to in relation to the Rotary Youth Competitions and Awards and we will always take every effort to protect your privacy.

The Rotary GB&I Privacy Notice is available on our website, <https://www.rotarygbi.org/privacy-policy/>, and explains how we collect, process and share personal information. This ‘Privacy Notice – Rotary Youth Competitions & Awards’ is supplementary to the general Rotary GB&I Privacy Notice and explains in more detail how you can expect your personal information to be specifically used in relation to the Rotary Youth Competitions and Awards.

### How we use your personal information for Rotary Youth Competitions & Awards

1. We are collecting your personal information (and that of the Entrant/Nominee if a minor, or not legally eligible to give consent) for the organisation and administration of the Youth Competitions & Awards only. It will not be used for any other purpose.
2. Your name and image may also be used for publicity purposes, e.g. any national final programme or Awards Presentation programme, press releases and Rotary GB&I websites, social media platforms and magazine. You may also be contacted by Rotary public image officers who will discuss with you any media opportunities, e.g. interviews and videos, at any stage of the competition or part of the Awards process. Where the nominee is a minor, or not legally eligible to give consent, only the parent/guardian will be contacted.

### Providing your personal information to others for Rotary Youth Competitions & Awards

3. Your personal information will only be shared with others that require it for their role/the services they provide for the organisation and administration of the Rotary Youth Competitions & Awards events. Initially, this will be at club, district and/or cluster level but should the nominee be identified as a winner, or in the case of the Rotary Young Citizen Awards be endorsed by a Rotary club for submission to Rotary GB&I, the information will also be shared with any relevant national organisers if there is a national event or final. Those individuals and organisations that have access to the personal information are also bound by the Rotary GB&I Privacy Notice.
4. Depending on the Rotary Youth Competition/Award, it may be necessary to share some of your information with third parties such as providers of venue hire and catering services. Under such circumstances only the minimum amount of information for the third-party service will be provided, e.g. for caterers, only the name and allergy/special dietary requirement will be disclosed, no other information. Third parties, including providers of venue hire and catering services, are subject to the same legislation and privacy guidelines.

### Retaining and deleting your personal information

5. All reasonable steps will be taken by those concerned to ensure the personal information they have access to is kept securely and will not be shared with anyone who does not have a legitimate reason to have access to it in relation to the organisation and administration of the competitions/awards.
6. For all Rotary Youth Competitions & Awards, personal information will be kept on file for 3 months after the date of the national final or event for that specific competition/award. After this date, the information will be securely destroyed (either by shredding, incineration or deletion from electronic devices) at club, district and national level. This timeframe is necessary to allow for any disputes to be settled before the personal information is destroyed.

By signing the front of this form, you are acknowledging that you have read and agree to the Privacy Notices in respect of the use of personal information for yourself (or on behalf of the child or person over 18 who is not legally eligible to give their own consent, where applicable).

***This form must be passed on to the organisers of the next stage of the competition for winning entries.***

#### **For Official Use Only**

Please tick below to indicate entry to each stage of the competition.

Club	District Preliminary Stage (if applicable)	District	Cluster
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