

# Child-friendly

## Data Processing Notice for Year 7 schools postcard competition

Read on to find out how we, the Office of the Data Protection Authority (ODPA), will process your personal data if you choose to enter our competition.



**It's all about you**  
'Personal data' is any  
information **about who**  
**you are or what you do.**

If you choose to enter this competition, we will collect and use information about you just so we can identify the winner.

To do that the only information we need is:

**Your name**

**Your tutor group**

**Name of your school**



# It's up to you!

We collect and use this information with your **consent**.

This means that you do not have to give us this information or enter the competition if you do not want to.

(So if you do not provide us with this information, we will not enter you into the competition.)



## Changed your mind?

No problem - before the winner of the competition is decided you can tell us that you no longer want us to use your personal data collected for this competition.

If you do this we will stop using your personal data, and we will remove your entry from the competition.

## Winner's regret?

If you win the prize and accept it, sadly we cannot withdraw your entry afterwards.

# How long will we keep your details?

All personal data collected will be deleted once the competition has ended, and we promise we will not use it for anything else.

Your ideas will be kept for promotional use and for use in schools, but we will not say whose ideas they are.





## Know your rights

The Data Protection Law gives you 10 rights over how your personal data is used.

The rights that apply to our use of your personal data for this competition are:



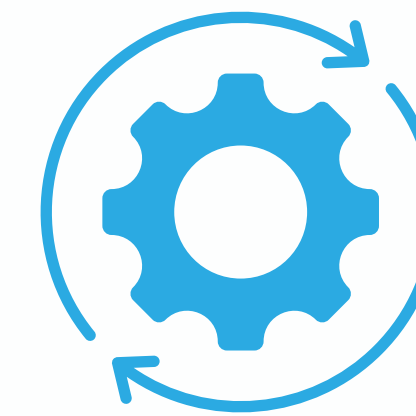
- **Right of access** – you can ask us for a **copy** of your personal data that we are using.



- **Right to rectification** – you can ask us to **change** the personal data we are using.



- **Right to erasure** – you can ask us to **delete** your information.



- **Right to restriction of processing** – you can ask us to **only** use your personal information for certain reasons.

# Know your rights

If you would like to use one of your rights or would like to discuss them with us, **please contact our Data Protection Officer.**

Who?

A **Data Protection Officer** is a person who can answer questions about data protection.



If you have any **questions or concerns** about how your personal data is being used by the ODPA, you can contact our **Data Protection Officer** by e-mail at [r.masterton@odpa.gg](mailto:r.masterton@odpa.gg).

**The Office of the Data Protection Authority**

+44 (0)1481 742074

[enquiries@odpa.gg](mailto:enquiries@odpa.gg)

St Martin's House, Le Bordage,  
St. Peter Port, Guernsey GY1 1BR



THE OFFICE OF THE

**Data Protection  
Authority**