

Privacy Notice

Name and category

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| Name | Swindon Summer Trails Challenge |
| Category name | Transport Strategy |

Privacy Notice content

| Heading | Content |
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| Introduction | You need to be aware of this Privacy Notice if you are entering the prize draw as part of the Swindon Summer Trails Challenge. |
| What is a Privacy Notice? | A Privacy Notice is a statement issued by an organisation which explains how personal and confidential data about individuals is collected, used and shared. |
| Who is collecting and using your personal data? | <p>Swindon Borough Council will act as a “Data Controller” for any personal data that you provide to us. We will ensure that the data given to us is processed in line with our Data Protection Act 2018 (DPA 18) and the EU General Data Protection Regulations. (GDPR)</p> <p>To find out more about Swindon Borough Council’s data protection policies please contact our Data Protection Officer. dataprotection@swindon.gov.uk or in writing to Data Protection Officer, Civic Offices, Euclid Street, Swindon, Wiltshire, SN1 2JH.</p> |
| Your personal data - what is it?* | Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller’s possession or likely to come into such possession. The processing of data is governed by the General Data Protection Regulation 2016/679 (the “GDPR”). |
| What personal data do we collect? | <p>Swindon Borough Council collects the following data about you when you enter the Swindon Summer Trails Challenge:</p> <ul style="list-style-type: none">• Your name• Your email address. |

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| | We collect this data at the point of prize draw entry, both via the webform and the paper form that is posted at our partner locations. |
| How do we process your personal data? | Swindon Borough Council complies with its obligations under the GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data. |
| Why do we need your personal information?* | <p>We may need to use some information about you:</p> <ul style="list-style-type: none"> • to deliver the Active Swindon Challenge tournament to you • to communicate with you about prizes • to help with research and monitoring of sustainable transport journeys in Swindon • to produce anonymised reports of health and sustainable travel in Swindon. |
| How do we protect your information?* | <p>We will do what we can to make sure we hold records about you in a secure way, and we will only make them available to those who have a right to see them.</p> <p>Examples of our security include:</p> <ul style="list-style-type: none"> • Encryption, meaning that information is hidden so that it cannot be read without special knowledge (such as a password). This is done with a secret code, or what is called a 'cypher'. The hidden information is said to then be 'encrypted'. • Confidential waste disposal of paper forms • Controlling access to systems and networks allows us to stop people who are not allowed to view your personal information from getting access to it. • Training for our staff allows us to make them aware of how to handle information and how and when to report when something goes wrong. |
| How long do we keep your personal information?* | <p>All personal identifiable data collected through entry will be retained through the challenge period. You have the right to delete your entry and all the data we hold on you, at any time, by requesting this through the "Contact Us" link.</p> <p>All personal identifiable data collected will be destroyed within one month of the prize draw deadline.</p> |

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| <p>What you can do with your information*</p> | <p>You have the right to ask for a copy of all the information we have about you in relation to the Swindon Summer Trails Challenge. When we receive a request from you in writing, we must give you access to everything we have recorded about you. This applies to personal information that is in both paper and electronic records.</p> <p>If you have any queries about access to your information contact DataProtection@Swindon.gov.uk.</p> <p>You also have the right to do the following;</p> <p><i>You can ask to change information you think is inaccurate</i> <i>You can ask to delete information (right to be forgotten)</i> <i>You can ask us to limit what we use your personal data for</i></p> |
| <p>Your right to complain</p> | <p>In the event that you wish to complain about the way that your personal data has been handled by Swindon Borough Council, you should write to the Data Protection Officer and clearly outline your case. Your complaint will then be investigated in accordance with our customer complaint procedure.</p> <p>If you remain dissatisfied with the way your personal data has been handled, you have the right to complain to the Information Commissioner's Office at www.ICO.org.uk. You may refer the matter to the Information Commissioner's Office whose contact details are below:</p> <p>Information Commissioner's Office Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF</p> <p>Email: casework@ico.org.uk</p> <p>This website also contains information on data protection and your rights and remedies.</p> |

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| What if you do not provide personal data? | You are under no statutory obligation to provide personal data to Swindon Borough Council during the Swindon Summer Trails Challenge process. However, if you do not provide the data, we may not be able to contact you if you are selected to win a prize. |
| How will Swindon Borough Council ensure compliance? | A yearly audit will take place on personal data to ensure that we remain legally compliant in accordance with current data protection legislation. |