Jericho Prize Privacy Policy

Our contact details

Name: Jericho Prize for Children's Writing CIC

Address: 13 Hormare Crescent, Storrington, RH20 4QT

Email: jerichoprize@gmail.com

The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics
- Names
- Email addresses
- Telephone numbers
- Photos (headshots)
- Ethnicity
- Regional location
- Website user stats

Date: 15/03/2024

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- To verify your eligibility for our workshops, courses or writing competitions which are solely for Black-British adults over 18.
- To send you marketing or promotional material, such as newsletters, writing course/event information or prize-winning opportunities.

We also receive personal information indirectly, from the following sources in the following scenarios:

- Jericho Prize partners or other literary organisations who have interacted with you in person or on social media during one of our events, workshops or courses.

We use the information that you have given us in order to:

- Administrate our competition and education programmes.
- Improve the range and quality of the free services we offer to Black-British writers.
- Obtain further funding to run our services for the benefit of Black-British writers.

We may share this information with our partners with your permission on a case-by-case basis.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting jerichoprize@gmail.com **or unsubscribing from our mailing list.**

(b) We have a contractual obligation.

(c) We have a legitimate interest.

How we store your personal information

Your information is securely stored in an electronic database.

We keep a record of your personal details for the duration of each project or longer, unless you have instructed us otherwise.

We will then dispose of your information by deleting all of your information from our database.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at jerichoprize@gmail.com if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at jerichoprize@gmail.com.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: https://www.ico.org.uk

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