

Privacy Statement – Democracy Week 2022 School Scavenger Hunt Competition

The States Greffe (“we”, “us” and “our”) is committed to protecting your personal data. The notice is addressed to entrants of the Democracy Week 2022 School Scavenger Hunt competition (“you” and “your”). This Privacy Notice tells you why we need to collect personal information about you, what we will do with it, how we will look after it, and the intellectual rights of your photograph/s. It also tells you about your legal rights in relation to your Personal Data. If you have any questions about this privacy notice, please contact us. Contact details are provided below.

WHO WE ARE

1. We are the States Greffe. The States Greffe provides an independent administrative support service to the States Assembly of the States of Jersey, its committees and its members equally, whether they are serving in the Executive, in Scrutiny or in their capacity as private members.

HOW YOUR PERSONAL DATA IS COLLECTED

2. Information you provide: When providing entry to the Democracy Week 2022 School Scavenger Hunt competition we will ask for information about you, such as the name you use on social media, mobile number and platforms on which you shared your entry etc. This is known as your “Personal Data”. We will not ask you for special categories of information (for example criminal convictions, health, and religion). But for reference, this is known as your “Sensitive Personal Data”.

HOW WE USE YOUR PERSONAL DATA

3. We use your Personal Data and Sensitive Personal Data in the following ways:

- Your name may be used for the purposes highlighting the competition only.
- The States Greffe may exercise its sole discretion to use the winner’s (and (if applicable) their companion’s) name and image and their comments relating to the prize and competition experience for future promotional, marketing and publicity purposes in any media worldwide without notice or without any fee being paid.

LEGAL BASIS FOR COLLECTING AND USING YOUR PERSONAL DATA

4. We will only use your Personal Data if we have valid reasons for doing so. These reasons are known as our “legal basis for processing”. In certain circumstances we may ask for your consent to process your information. At other times we may be required to process your information to enable us to fulfil our part of the contract we have with you. There are circumstances where we have a legitimate interest to process your personal data, for example to provide you with a service which you have requested. The legal basis for processing your Personal Data is,

- The legal basis for processing is for the ‘Legitimate interests of the data controller’, as it is essential in order to contact all competition winners.

WHO WE SHARE YOUR DATA WITH

5. In line with our Data Protection Policy and Procedures we can share your information, including Personal Data and Sensitive Personal Data, with the following parties for the purposes set out above:

- This data will not be shared with anyone outside of the States Greffe.

DATA PROCESSING OUTSIDE EUROPE

6. We will not transfer your Personal Data and Sensitive Personal Data outside of the European Economic Area.

HOW LONG YOUR INFORMATION WILL BE KEPT

7. We will keep your Personal Data and Sensitive Personal Data for up to 1 year from 30 September 2022. We will only keep your information if we need it for one of the reasons described above. We place great importance on the security of the Personal Data that we hold, including the use of physical, technological and organisational measures to ensure your information is protected from unauthorised access and against unlawful processing, accidental loss, alteration, disclosure, destruction and damage.

YOUR RIGHTS

8. The States Greffe shall comply with all applicable requirements of the Data Protection (Jersey) Law 2018 and any successor legislation or other applicable law. This law provides you with a number of legal rights in relation to your Personal Data, including the right:

- to request access to your Personal Data;
- to request correction of your Personal Data that is wrong or incomplete;
- to request erasure or the restriction of processing of your Personal Data;
- to request the transfer of your Personal Data in a structured; commonly used machine-readable format;
- not to be subject to automated decision making; and
- to withdraw your consent.

9. If you wish to exercise any of the rights set out above, or require further information about any of the rights, please contact us.

10. Where we need to collect your Personal Data, whether for the purposes of providing a service you have requested or under the terms of a contract we have with you, and you fail to provide that information when requested, we may not be able to provide the service or perform the contract. We may, therefore, have to cancel the contract or the service we provide to you but we will notify you if this is the case at the time.

11. There may also be times where we cannot stop using your Personal Data when you ask us to, but we will tell you about this if you make a request.

HOW WE WILL USE YOUR PHOTOGRAPH/S

12. Your photograph/s may be used by the States Greffe in communications, presentations, publicity, advertising and marketing materials, including on social media, at any time now or in the future. We may also make your photograph available on vote.je or statesassembly.gov.je. We may share your photograph with other organisations we work with on particular projects or events, though how and why they can use them will be restricted.

13. You irrevocably agree that the States Greffe has the right to use the photograph/s as it reasonably requires for the purposes set out in this form. You shall not be entitled to any payment or royalty now or in the future.

14. You shall retain copyright in your photograph/s. The States Greffe will have a perpetual, royalty-free, non-exclusive, sub-licensable right and worldwide license to use your photograph as set out in this form and in the competition Terms and Conditions.

15. The States Greffe may reproduce, modify, revise, enhance, adapt, develop, publish, translate, edit, update, move, re-issue, delete or create derivative works from your photograph, and may distribute, display and exercise all rights with respect to it, and/or incorporate your photograph/s in other works, in any media now known (including social media) or later developed, for the full term of any rights that may exist in your photograph/s.

CONTACTING US

16. If you have any questions or comments about this privacy notice, contact the Greffe at:

Digital and Public Engagement Team

Morier House, Halkett Place

St Helier

JE1 1DD

contact@vote.je

COMPLAINTS

17. You have the right to complain about how we treat your Personal Data and Sensitive Personal Data to the Jersey Office of the Information Commissioner. Visit <https://jerseyoic.org/make-a-complaint>

Or

email enquiries@jerseyoic.org or call 01534 716530 between 8:45am and 5pm (Monday to Friday).

CHANGES TO THIS NOTICE

18. We may update this Privacy Notice from time to time. We will notify you of the changes where we are required by law to do so.