

World Car Free Day Competition – Child Friendly Privacy Notice

This document is our Privacy Notice. A privacy notice tells you how we use your personal data, so you know what happens with it when people give it to us. Personal data means any information which can be used to identify you, such as your name, address or a photo of you.

This privacy notice is designed to be read by children and young people, but you might want to read it with your parent or guardian.

Who are we?

We are Inverclyde Council and we are the Data Controller. Inverclyde Council offers lots of services to people who live in Inverclyde. We provide care for people who need it, we help your local school to function and we look after the roads. We have a head office which is located at Municipal Buildings, Clyde Square, Greenock, PA15 1LY.

What information do we need?

We will only collect your personal data when we need it to help us do our job or to follow the law.

Your personal data:

- Full Name
- Age
- Address

Your parent/guardian's personal data

- Full Name
- Email Address
- Contact telephone number
- Home address

Why we need this information?

We need this information so that we can get in touch with your parent/guardian about your competition entry or if you are selected as the winner of the competition. We want to make sure that if you win you get your prize!

The rules we have to follow when we collect your personal data

We follow data protection rules when we collect and use your personal data. The rule that we are using to collect your personal data for the World Car Free Day competition is called “public task”. We use this rule because we provide these services to you as part of our statutory function as a local authority and competitions like the one you are entering help us do that. We are also using your personal data on the basis of your consent.

If you do not provide us with the information we have asked for then we will not be able to provide this service to you if you enter or win the competition.

What will we do with your information?

We do our best to keep the information we have about you private and safe, and we stick to what the law says about using information about people.

We will only use your information for the purposes for which you gave them to us – that is for running the competition you have entered.

We might use your name, age and appearance on our social media channels – but only if you have said that we can.

When we have to share information with other people, we will only share it so we can do our job or when the law says that we have to. When your information is shared with someone else, they must keep it safe and use it in a way that we tell them they can use it.

How long will we keep your information?

We will keep your information for twelve (12) months after the end of the competition.

If you are a winner, you and your parent/guardian’s personal data will be kept for two (2) years.

What are your rights?

Your personal data belongs to you and you and your parents/guardians have the right to:

- be told how we use your personal data;
- ask to see the personal data we hold;
- ask us to change personal data you think is wrong
- ask to remove personal data when it is not needed any more;
- withdraw your consent if you no longer wish us to process;
- ask us to only use your personal data in certain ways;
- tell us you don’t want your personal data to be processed.

The rights you have depend on what we use your personal data for.

You can find out more about your data protection rights on our [website](#).

Who makes sure we follow all the rules?

We have someone in our Council called our Data Protection Officer and their job is to protect your data. This means they make sure we are following all the rules, and your data is safe. If they see something wrong, they tell us how we can fix it.

Because of how important it is to keep your data safe, and to follow all the rules, you can email or write a letter to our Data Protection Officer if you are worried about what we do. If you would like to contact our Data Protection Officer you can write to the Information Governance Team using the head office details for the Council set out above or by email at dataprotection@inverclyde.gov.uk.

There is a business whose job it is to make sure we follow the rules and can tell us off if we do things wrong. They are called the Information Commissioner's Office. You can also email or write to them:

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

Phone: 0303 123 1113 or visit the Information Commissioner's Office's [website](#).

but you should raise the issue with the Council's Data Protection Officer first.

Automated Decision Making

We will not use your data for any automated decision making.

More information:

If you have any questions or want to find out more about your rights, our Privacy Policy can be found here - [Privacy - Inverclyde Council](#).

If you do not have access to the internet, you can contact the Council via telephone to request hard copies of our documents.