

Short Story Competition Terms and Conditions

1. The Short Story competition is organised by the Leukaemia Cancer Society. Entries must be submitted by an adult (parent/guardian or teacher) on behalf of the child. The adult submitting the entrant's story agrees to these Terms and Conditions by submitting the competition entry.

2. The Short Story competition is open to children aged between 7 and 15 on the competition deadline. Proof of age, identity and eligibility may be requested.

3. Entrants can enter a short story (no more than 500 words in length) online, by emailing enquiries@leukaemiacancersociety.org, putting SHORT STORY and their age in the subject box or by post to Short Story Competition, Leukaemia Cancer Society, 118 Myddleton Road, London N22 8NQ.

Entrants are asked to provide their name, age, address and school in the email/covering letter, plus their parent/guardian/teacher's name and contact email address.

4. An adult is required to approve the entry and agree to the Terms and Conditions (including Leukaemia Cancer Society's use of the story) on behalf of the entrant. The adult may be the child's parent, guardian or teacher. The adult must provide their own contact details (not the child's) in the covering letter/email.

If an entrant is shortlisted, and permission to enter was given by a teacher, Leukaemia Cancer Society will contact the teacher and ask for confirmation of permission from the entrant's parent or guardian.

The contact details provided will be used only for the purposes of administering the competition, including sending the adult any competition-related information. The first contact from Leukaemia Cancer Society to the parent or guardian will ask if they want to opt in to receiving other communications from the charity.

For further data protection information, please see the Competition Privacy Notice at the end of these Terms and Conditions.

5. Entry closes on 31st May 2021 at midnight (GMT). Submissions received outside of this time frame will not be considered, so please do not wait until the last minute to email or post your entry.

6. Entrants can only enter individually. Only one entry per person is permitted. If more than one entry is submitted, only the entrant's first submission will be considered.

7. Entries must be an original piece of fiction. As the stories will be published it is important that entrants do not include any personal details about themselves.

8. Entries cannot be returned so please remember to retain a copy. Unsuccessful entrants will not be contacted in respect of their entry and no feedback on any entry will be provided.

9. All entries must be the original work of the entrant and must not infringe the rights of any other party. Leukaemia Cancer Society accepts no responsibility if entrants ignore

these Terms and Conditions and entrants agree to indemnify Leukaemia Cancer Society against any claim by any third party from any breach of these Terms and Conditions.

10. Entries must not contain defamatory, obscene, offensive, or any other unsuitable material. Entries must be suitable to be broadcast, published or used online by Leukaemia Cancer Society for audiences of all ages, but in particular for a child audience.

11. Entrants retain the copyright in their entries but grant Leukaemia Cancer Society a perpetual non-exclusive royalty-free licence to publish, broadcast (across all media) and post the entry and any accompanying drawings online and on any other platforms yet to be envisaged. This licence will be deemed to include all the necessary rights and permissions to enable such use by Leukaemia Cancer Society, to fulfil the prizes and to complete the administration of this competition.

12. By submitting a story the entrant agrees that Leukaemia Cancer Society may at its sole discretion edit, adapt, abridge or translate the entry for the purposes listed in clause 11 above.

13. Only the story title, entrant's name and age will be published with an entry (see Privacy Notice below for further data protection information).

14. The first round will be judged by staff and volunteers of Leukaemia Cancer Society to produce a shortlist. The shortlist will be read and judged by the guest author. A winner and runners up in each age category will be selected and an overall competition winner.

15. The entries from the shortlist will be published in the Short Story anthology and online.

16. The winner of each category will receive a £10 book token and the overall winner will win a £20 book token. Every winner and runner up will receive a copy of the Short Story anthology.

17. The parents or guardians of the shortlisted entrants will be contacted by a member of the Fresher team in April and further proof of age, identity and eligibility may be requested at this stage.

18. Leukaemia Cancer Society's decision is final. No correspondence will be entered into.

19. Leukaemia Cancer Society reserves the right to disqualify any entry which breaches any of these Terms and Conditions, or to withhold a prize if in its opinion entries do not reach the required standard.

20. Leukaemia Cancer Society reserves the right to amend these Terms and Conditions or cancel this competition at any stage, if deemed necessary in its opinion, or if circumstances arise outside of its control.

21. Leukaemia Cancer Society cannot accept any responsibility whatsoever for any technical failure or malfunction or any other problem with any server, Internet access, system or otherwise which may result in any entry being lost or not properly registered or recorded. Proof of sending is not proof of receipt.

22. These Terms and Conditions are governed by the laws of England and Wales.

Short Story Competition Privacy Notice

This privacy notice is for entrants to the Leukaemia Cancer Society Short Story Competition. It explains how Leukaemia Cancer Society collects, uses and shares the personal data provided in connection with the competition, and your rights in relation to such personal data.

In this Notice, “LCS” “we”, “our” and “us” refers to Leukaemia Cancer Society. “Your” refers to the adult submitting the entrant’s story.

As a result of your engagement with BU we will hold your “personal data”, i.e. information in a form that identifies you as an individual (often referred to as “data” in this Notice) and the personal data of the child who has written the story.

LCS is the data controller of the information it collects, and processes as described in this Notice. This means that it has the core legal responsibility to safeguard the information and ensure it is processed lawfully. The law is set out in the EU General Data Protection Regulation (called “GDPR”) and a new UK law, the Data Protection Act 2018. In particular LCS must:

- Take steps to ensure that the data it processes is accurate and up to date;
- Give you clear information about its processing of personal data, in one or more Privacy Notices like this one;
- Only process personal data for specific purposes described to you in a Privacy Notice, and only share personal data with third parties as provided for in a Privacy Notice; and
- Keep the personal data secure.

How we collect personal data

We collect your personal data and the personal data of the child who has written the story from the information you provide to us when you enter the competition. This may consist of your name and contact details (email address) and the child’s name, age and the school they attend.

How we use the personal data

The personal data provided will be used by LCS for the purposes of managing and administering the competition, including checking the entrant’s eligibility to apply,

providing competition-related information and notifying the shortlisted and winning entrants.

LCS students involved in administering the competition will have access to the personal data provided. External judges involved in judging the competition entries will have access to the personal data provided.

We will publish shortlisted entrants' names and their ages when we publish their entries both in a printed anthology and online.

The basis for processing your information

When we use your data and the entrant's data as set out above, this processing is necessary for the performance of the contract between you and LCS (i.e. the contractual arrangements dealing with your/ the entrant's participation in the competition).

Your rights

Under the GDPR you have several rights in relation to our processing of your data. In summary these are:

- Right to request access to your data as processed by LCS and information about that processing ("subject access request")
- Right to rectify any inaccuracies in your data
- Right to request erasure of your data from our systems and files

- Right to place restrictions on our processing of your data
- Right to object to our processing of your data
- Right to data portability: where we are processing data that you have provided to us, on the basis of consent or as necessary for the performance of a contract between us, you have the right to ask us to provide your data in an appropriate format to you or to another controller.

Please note that the above rights are not absolute, and we may be entitled to refuse requests where exceptions apply.

Exercising your rights as a data subject

If you have any questions or concerns about our processing of your data, please contact the **LCS Data Protection Officer (DPO)**:

Email: sarah@leukaemiacancersociety.org Telephone: 020 8374 4821
Address: 118 Myddleton Road, London N22 8NQ

If you would like to exercise any of your rights as outlined above, you can contact the DPO as above to access the relevant forms.

We will always aim to respond clearly and fully to any concerns you have about our processing and requests to exercise the rights set out above. However, as a data subject if you have concerns about our data processing or consider that we have

failed to comply with the data protection legislation then you have the right to lodge a complaint with the data protection regulator, the Information Commissioner:

Online reporting: <https://ico.org.uk/concerns/> Email: casework@ico.org.uk

Telephone: 0303 123 1113

Post:

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