## **Privacy notice for Love Local Christmas Photo competitions**

**What this document is for**

This privacy notice provides details on how we, Broadland District Council and South Norfolk Council (“the councils”), use your personal information for Love Local Christmas competition run by the Councils. By ‘use’ we mean the various ways it may be processed, including storing and sharing the information.

The councils are what is known as the ‘Data Controller’ for your data, and act as independent, sole data controllers. Both councils will act as Data Controller in respect of your information.

**Further details**

We also provide the following details in our general privacy notice on our websites (please follow relevant link below to access these)

* Your rights under the UK General Data Protection Regulation (the UK GDPR) and how to exercise them;
* How to make a complaint and contact our Data Protection Officer; and
* How to contact the regulator, the Information Commissioner’s Office

[South Norfolk Council](https://www.southnorfolkandbroadland.gov.uk/council/data-protection/south-norfolk-council-data-protection)    [Broadland District Council](https://www.southnorfolkandbroadland.gov.uk/council/data-protection/broadland-district-council-data-protection)

### **What we use your information for**

Your data will be used for the purposes of managing and administering the competition, including notifying you if you are a winner.

### **What personal data we collect and use about you**

We may collect and use the following information:

* forename
* surname
* age category (if appropriate)
* email address
* telephone number
* postal address
* description of your entry

### **Who provides this information**

We receive all the information from you.

### **How we share your information**

With the consent of the winners, some limited personal data (name and email address) may be shared with any third-party businesses/organisations that are providing prizes to enable them to deliver the prize to you.

We may ask winners to provide consent to allow us to announce the name of any winners of our competitions on our social media platforms and publicity material. Winners have the right to object to this.

Participants in competitions run over Facebook should be aware that our Facebook pages are public and therefore your entry will be publicly available.

### **How the law protects you and the legal basis for processing your information**

We have legal grounds under the UK GDPR to process this information because it is necessary for the purposes of the legitimate interests pursued by the Councils to run various competitions. We will always week consent to publish the names of winners, or pass your contact details to third-party businesses/organisations that provide prizes.

### **How long will we keep your personal information for**

If you enter a competition via email or on a form, the information you provide will be held securely by us for a period of no longer than **two months** following the closure of the competition, after which it will be deleted.

Where images are being retained for future use, we will keep a record of the name of the photographer with the image, only if the photographer wishes to be credited every time it is used. Where this applies, the name will be deleted with the image, before or on 31 January 2027.

### **How we keep your information**

The information is either stored electronically on the councils’ networks or, in the case of entrants to competitions run via our Facebook pages, these details remain held on the Facebook site until the post is deleted (in line with the above).

### **Changes to this notice**

We may amend this privacy notice at any time so please review it frequently. The date below will be amended each time this notice is updated.

This notice was updated in November 2024.