

## **Privacy Notice: Moon United**

This data protection notice explains what the IET does with the personal information we collect about you when you enter this competition. This Notice is specific to the Moon United Competition but you can find out more in our main privacy notices if you visit [Privacy Statement](#) or you can read our [Children's Privacy Notice](#).

We will process the following personal information of parents/guardians and competition entrants:

### Parent/Guardians:

- Full name
- Signature
- Contact Details: home address, email address and telephone number
- A record of consent to recording and photography for their child.

### Competition Entrants:

- Full name
- Age/DOB
- Address/Town of residence
- Competition entry/design
- Entrant ID Number

We process this information because it is in our legitimate interests, so that we can manage the competition, promote our business and educate more people about engineering (including through any ongoing publicity relating to the competition). We also process information so that we can perform a contract (to do what we say we will do in the competition Terms & Conditions ([eabw.theiet.org](http://eabw.theiet.org))). For example, so that we can contact the parent/guardian of a winning entrant to tell them that their entrant has won.

## **Who we share personal information with**

The IET share and process some personal information about competition entrants, (as joint controllers) with COW PR LLP (COW), for the following purposes (which are described in the competition Terms & Conditions):

- **The judging process and revealing the winners** – The competition entry and entrant ID number will be shared and processed by both organisations in order to select the winners. Once selected, information of the winning entrants (full name, age, area/town of residence) will be shared with COW.
- **Announcing the winners** – the IET will announce the winning entrants by publishing the winners full name, age, area/town of residence (along with competition entry where appropriate) on their various media channels. This will include but is not limited to the IET websites and social media channels.
- **Producing the prize for the overall winner and presentation** – the overall winning competition entry will be used to produce the prize for the overall winner. If the overall winning entrant attends the presentation event, the full name, age, area/town of residence and competition entry will be used by both organisations for the purposes of presenting the prize; and
- **Ongoing publicity**– both organisations may use the competition entry, name, age and area/town of residence of winning entrants for ongoing publicity purposes relating to the competition in any format (including magazines and website articles for promotional purposes relating to the competition).

The IET has agreements in place to protect your personal information it shares with COW, and we are the main point of contact for any queries you may have about how your personal data is used.

We will ask for signed permission or consent from the parent/guardian (and the entrant, if aged 12 or over) if we want to process any additional information, for example, a photo, video, or voice recording of the overall winning entrant, if they are invited to participate in publicity events or if we want to use the personal information for any other purpose.

### **How long we keep personal information**

The IET and the organisations we share your personal information with, will keep it only for as long as it is necessary. Once the competition and promotional activity is finished the information will be securely deleted unless we need to keep it for a legal reason. Once any personal information is published online we cannot control that information.

### **Personal Data Rights**

You have data rights, and you can contact us at [compliance@theiet.org](mailto:compliance@theiet.org) if you want to use these rights (they do not always apply it depends on the basis we are using your personal data).

- to have a copy of the personal information we hold about you
- to request erasure (to delete your personal information)
- to withdraw consent
- to object
- to rectify information that is not accurate

If you have any questions or concerns about how the IET use and manage personal information, please contact the IET Data Protection Officer at [compliance@theiet.org](mailto:compliance@theiet.org).

If you believe the IET has not handled your personal information correctly as the law states, you have the option to submit a complaint to the Information Commissioners Office (ICO) their website is here [Information Commissioner's Office \(ICO\)](https://ico.org.uk/).