

**Entry Form 2018/2019**

Please read the Rotary Young Writer Information Pack before completing this form. By signing this form, you confirm you have read, understood and agreed to the contents of the Information Pack and Privacy Notice overleaf. Please return this form to the competition organiser by the date specified.

Entrant's Name: (please type or use CAPITAL letters)	Age on 31 <sup>st</sup> Aug 2018:
School/College/Organisation:	
Please tick category being entered:  Junior <input type="checkbox"/> Intermediate <input type="checkbox"/> Senior <input type="checkbox"/>	To be completed by Entrant only:  <input type="checkbox"/> I, the named Entrant, declare that this entry is entirely my own work.

**Entrant's Contact Details**

(only to be completed by Entrant if they are 18 years of age at the time of signing this form)

Entrant's Email:	Entrant's Tel No:
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**Parent/Guardian Contact Details**

(only to be completed by Parent/Guardian if Entrant is a minor, under the age of 18 years of age at the time of signing this form)

Parent/Guardian's Email:	Parent/Guardian's Tel No:
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**Rotary Details**

Sponsored by Rotary Club of:	District Number:
Rotarian Contact Name:	Email:
	Tel No:
Please tick a box to indicate the stage for this entry:-	
<input type="checkbox"/> Club	<input type="checkbox"/> District (preliminary round)
<input type="checkbox"/> District	

*Note that copyright remains with the writer but submission authorises Rotary to use it for promotional purposes.*

**Entrants under the age of 18 when this form is completed, must get a parent/guardian signature to give permission for the following (if the Entrant is 18 years of age when this form is completed, they are giving permission themselves):-**

- for the named Entrant to take part and be identified in the competition.
- for the information on this form to be used for all stages of the competition (should the Entrant progress), and shared in accordance with the Privacy Notice with appropriate competition organisers at each stage.
- for Rotary, District or Club Public Relations Officers to make contact with the parent/guardian/entrant (where over 18 years of age) to discuss public relations opportunities.

By signing this form, you are also acknowledging that you have read and agree to the Privacy Notices referred to on the reverse of this form in respect of the use of personal information.

<b>*Parent/Guardian/Entrant (Print Name):</b>	<b>**Signature:</b>	<b>Date:</b>
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*\*delete as appropriate*

*\*\*Entrant may only sign this form if they are 18 years of age on the date the Entry Form is signed*

## **Privacy Notice – Youth Competitions**

*[For the purpose of this privacy notice, Rotary International in Great Britain & Ireland (RIBI) also includes Rotary clubs and districts and their members. The use of the term ‘you’, ‘your’ also means that of your child where the competition Entrant is a minor, i.e. under the age of 18 years].*

Members of Rotary International in Great Britain and Ireland (“we”) value the trust you put in us to process your personal information and will always be open and honest about the information we collect and how we will use it. We will never do anything with your personal information that you wouldn’t reasonably expect us to in relation to the Youth Competitions and we will always take every effort to protect your privacy.

The RIBI Privacy Notice is available on our website, [www.rotarygbi.org](http://www.rotarygbi.org), and explains how we collect, process and share personal information. This ‘Privacy Notice – Youth Competitions’ is supplementary to the general RIBI Privacy Notice and explains in more detail how you can expect your personal information to be specifically used in relation to the Youth Competition events.

### **How we use your personal information for Youth Competitions**

1. We are collecting your personal information (and that of your child if a minor) for the organisation and administration of the youth competitions only, it will not be used for any other purpose.
2. Club, District or Rotary Public Relations Officers may use your personal information to make contact with you to discuss public relation opportunities and will gain your specific consent at that time for the use of your information, such as photographs/interviews for newspaper articles, club or district websites etc. Where the entrant is a minor only the parent/guardian will be contacted.

### **Providing your personal information to others for Youth Competitions**

3. The personal information will only be shared with others that require it for their role/the services they provide for the organisation and administration of the youth competition events. Initially, this will be at club level competitions but should an entrant progress to district or national levels of the competition, the information will also be shared with those relevant organisers.
4. Depending on the Youth Competition, it may be necessary to share some of your information with third parties such as providers of venue hire and catering services. Under such circumstances only the minimum amount of information for the third-party service will be provided, i.e. for caterers, only the name and allergy/special dietary requirement will be disclosed, no other information.
5. Those individuals and organisations that have access to the personal information are also bound by the RIBI Privacy Notice.

### **Retaining and deleting your personal information**

6. All reasonable steps will be taken by those concerned to ensure the personal information they have access to is kept securely and will not be shared with anyone who does not have a legitimate reason to have access to it in relation to the organisation and administration of the competitions.
7. For all youth competitions, personal information will be kept on file for 3 months after the date of the National Final for that specific competition. After this date, the information will be securely destroyed (either by shredding, incineration or deletion from electronic devices) at club, district and national level. This timeframe is necessary to allow for any disputes to be settled before the personal information is destroyed.

By signing the front of this form, you are acknowledging that you have read and agree to the Privacy Notices in respect of the use of personal information for yourself (and your child, where applicable).