



SWANSEA UNIVERSITY DYLAN THOMAS PRIZE PRIVACY STATEMENT

This statement explains how the Dylan Thomas Prize team within Swansea University will handle and use your personal information during and after our relationship completes.

We are committed to protecting your information and being transparent about the information we hold. If however you would like to read more about the University's commitment to protecting your personal information and being transparent as a whole, please visit the University [Data Protection webpages](#).

Using Your Personal Information

Swansea University is the data controller and is committed to protecting the rights of clients and partners in line with the Data Protection Act 2018 and the UK General Data Protection Regulation (GDPR). Swansea University has a Data Protection Officer who can be contacted through dataprotection@swansea.ac.uk

What information do we collect about you?

We will collect the following information from authors and publishers who enter the 'Swansea University Dylan Thomas Prize':

Authors

- Name of author
- Full address of author including postcode
- Email address of author
- Date of birth of author
- Name of author's agent
- Age of author on 31st December 2022
- Signature of Author
- How the Author heard about the Prize

Publishers

- Name and position of publisher contact
- Address of publisher contact
- Telephone Number and email address of publisher contact



- Signature of publisher contact

Please note that personal details will not appear anywhere publicly. The only people who will see the personal information submitted within the entry form will be the Swansea University Dylan Thomas Prize administrative team.

How will your information be used?

The author's name will be used to associate the literary work submitted, together with the name and contact details of the publisher in order for any further correspondence related to the administration for the Swansea University Dylan Thomas Prize to take place.

The Swansea University Dylan Thomas Prize is only open to those authors aged 39 and under, so the author's date of birth is collected to ascertain and confirm if the entry is valid and should move to the next stage; or, if the author is aged 40 or above on the 31 December 2022, the publisher contact will be notified, and the entry withdrawn.

Once the longlisted (maximum of twelve authors/titles), shortlist (maximum of six authors/titles) and winner are announced, their names, book titles and publishers will be shared on our website, on social media and in press releases to promote any campaigns that the Swansea University Dylan Thomas Prize feels beneficial. Names, book titles and publishers of said authors will be shared with Swansea University's Public Relations and Communications team and the external PR company contracted by the Swansea University Dylan Thomas Prize to deliver its PR campaign.

Publishers' e-mail addresses and contact numbers will be used to confirm receipt of submissions and to notify them if their authors have been longlisted/shortlisted/have won the competition, as well as for any other Prize related correspondence.

In some instances, an author's age may be shared on our website, on social media and in press releases, but this will be only be where we have the consent of the individual to do so.

What is our legal basis for processing?

Processing your personal data is necessary for the purposes of the legitimate interests pursued by the University in order to administer the 'Swansea University Dylan Thomas Prize' Competition.

Where we use your information for our legitimate interests, we make sure that we take into account any potential impact that such use may have on you. Our legitimate interests don't automatically override yours and we won't use your information if we believe your interests should override ours unless we have other grounds to do so (such as your consent or a legal obligation).

Where we are asked to share details of an author's age, we will only do so with the consent of the individual.



Who receives your information?

Information which you supply to us will be held by the Swansea University Dylan Thomas Prize administrative team.

Your personal information will be stored on our secure electronic systems and databases and can be accessed by colleagues within the Swansea University Dylan Thomas Prize who have appropriate permissions. Hard copies of entry forms submitted will be stored in locked cabinets until the winner of the Swansea University Dylan Thomas Prize has been announced. Personal information is protected by the University and will not be disclosed to third party organisations without explicit consent.

Information is made available to personnel requiring access in limited circumstances for the reasons outlined above. These include:

- Swansea University Dylan Thomas Prize team
- Swansea University Public Relations and Communications team
- The external PR company contracted by the Swansea University Dylan Thomas Prize to deliver its PR campaign

How your personal information is stored?

Data Protection legislation requires us to keep your information secure. This means that your confidentiality will be respected, and all appropriate measures will be taken to prevent unauthorised access and disclosure.

Only members of staff who need access to relevant parts or all of your information will be authorised to do so. Information about you in electronic form will be subject to password and other security restrictions, saved on university secure networks while paper files will be stored in secure areas with controlled access.

How long will your information be held?

Your personal data will be held for a year after the competition closing date.

Your responsibilities

Please refer to the Swansea University Dylan Thomas Prize 2023 Entry Rules and Regulations form: <https://www.swansea.ac.uk/dylan-thomas-prize/how-to-enter>

Please advise the Dylan Thomas Prize team should you not wish for your details to be published by e-mailing DTPrize@swansea.ac.uk

If you have provided consent to the Swansea University Dylan Thomas Prize to process any of your data, then you also have a right to withdraw that consent and ask for your data to be erased.



What are your rights?

You have a right to access your personal information, to object to the processing of your personal information, to rectify, to erase, to restrict and to port your personal information (please note however that this is likely to affect our ability to provide support to you in the most effective way, if at all).

Please visit the University's [Data Protection webpages](#) for further information in relation to your rights.

Any requests or objections should be made in writing to the University Data Protection Officer:-

Bev Buckley

University Compliance Officer (FOI/DP),

Vice-Chancellor's Office,

Swansea University,

Singleton Park,

Swansea,

SA2 8PP

dataprotection@swansea.ac.uk

If you are unhappy with the way in which your personal information has been processed, you may in the first instance contact the University Data Protection Officer using the contact details above.

If you remain dissatisfied, then you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at: -

Information Commissioner's Office,

Wycliffe House,

Water Lane,

Wilmslow,

Cheshire,

SK9 5AF

www.ico.org.uk

Changes to our Privacy Policy

Any changes we make to our privacy policy in the future will be posted on this page and where appropriate you will be notified by email.