



Kids' Lit Quiz UK Data Protection and Data Privacy Policy

About this policy

This policy explains when and why we collect personal data and information about schools entering the Kids' Lit Quiz, how we use it and how we keep it secure, and your rights in relation to it. We may collect, use and store your personal data and information, as described in this Data Privacy Policy.

KLQ UK will always treat your personal data and information in line with the General Data Protection Regulation (GDPR). Further details on the GDPR can be found at the website for the Information Commissioner (www.ico.gov.uk). For the purposes of the GDPR, we will be the "controller" of all personal data and information we hold about you.

Who are we?

We are Kids' Lit Quiz UK, a Charitable Incorporated Organisation registered with the Charity Commission of England and Wales; Registered charity number 1164660.

What do we collect?

Kids' Lit Quiz UK collects and processes personal data and information as a necessary part of carrying out its responsibilities and administering its operations in the UK.

KLQ UK collects, handles and uses personal data and information in accordance with the Principles of Data Protection set out in GDPR. It maintains technical and other security arrangements to safeguard personal data and information and our website (www.kidslitquiz.com) contains a statement on how it deals with such information collected through the site.

Privacy Notice - Transparency of Data Protection

Kids' Lit Quiz is fully committed to respecting the privacy of all personal data and information received. When you contact us to enter the quiz or for information we will only use your personal data to deliver the information you have requested. In providing the information you consent for us to use the information to let you know about KLQ UK

in which you may be interested. If we are required to make any changes to the way we use your personal information, we will ask for your consent before we do so. You may request to change your consent at any time by contacting us.

We do not share or sell personal information for any purpose with third parties. We only keep information for as long as necessary for accounting, audit and financial purposes.

Being transparent and providing accessible information to individuals about how KLQ UK uses your personal data is important to us. The following are details on how we collect data and what we will do with it:

Type of Information	Purposes	Legal Basis of Processing
Information collected on entering a team in KLQ UK Quiz.	To enable registration to enter the KLQ UK Quiz the information collected is: <ol style="list-style-type: none"> 1. Name of school 2. Type of school 3. Address 4. Telephone 5. School contact name 6. Email address of contact 	Entering the school to the heat and UK final for heat winners. For the purposes of KLQ UK legitimate interest in operating the quiz.
Who is collecting it?	Kids' Lit Quiz UK	Not applicable
How will it be used?	The registration information will be used to enter the school into the relevant heat. For heat winners the information will be used to enter the school to the UK Final	For the purposes of KLQ UK legitimate interest in operating the quiz.
Who will it be shared with?	The information is shared by the Regional Organiser with the host of the heat and for the UK Final with the National Organiser.	For the purposes of KLQ UK legitimate interest in operating the quiz.
Details of transfers to third parties.	The KLQ UK policy is that we do not transfer any information to a third party outside of KLQ UK.	For the purposes of KLQ UK legitimate interest in operating the quiz.
Contact details of the data controller	The data controller can be contacted at: klqukdcon@gmail.com	
How long do we keep your information?	We retain the registration information from registration through to the conclusion of the world final and for accounting purposes.	For the purposes of KLQ UK legitimate interest in operating the quiz through to the world final and UK statutory regulations.

How we protect your personal data

We will not transfer your personal data or information outside the EEA without your consent. We have implemented generally accepted standards of technology and operational security in order to protect personal information or data from loss, misuse, or unauthorised alteration or destruction.

We will notify you promptly in the event of any breach of your personal data or information which might expose you to serious risk.

Your rights

Such personal data or information is subject to rights of access under GDPR by the individuals to whom it relates which entitles them:

- To access and know what the information and personal data is
- To be informed for what purposes the information and personal data is being processed and to whom it may have been disclosed
- To object to or restrict how your personal data is processed
- To correct incorrect information and personal data or to have it erased.

Any such requests in respect of information or personal data held by KLQ UK should be addressed by email to the KLQ UK Data Controller at klqukdatcon@gmail.com and should include details of the context in which you believe KLQ UK is holding the information you seek. This will help us identify it and respond to requests as quickly as possible.

The Data Protection Act includes exemptions from the right of access. KLQ UK will take these into account in considering requests and this may result in withholding all or part of the information requested.

Registered charity number 1164660

Issue	Description of change	Date
1	Initial issue	17 May 2018
1.01	Slight amendment to section entitled "Details of transfers to third parties"	6 November 2018