

Data Privacy Notice: Prize Draws

From time to time, we ask people with an interest in student complaints for their opinions about how we are carrying out our work. For example, we may ask for opinions on the development of good practice guidance, or about the operation of our Scheme. Sometimes we offer entry to a prize draw for people who share their opinions with us.

Our prize draws are open to specific groups of people, for example students on particular types of courses. The terms and conditions of each prize draw explain who can enter.

We ask people who are entering the prize draw to share some personal data. This may include the individual's name, email address, other contact details, and the name of the organisation they work for or are studying with, if this is relevant. We may ask for some information to better understand the context and experience that may inform an individual's response, for example we might ask what subject a person is studying, what level of study they are undertaking, whether they study in person or online, and so on. We also collect the person's opinions about specific questions related to further and higher education and our work.

We use this information to check that we have gathered opinions from an appropriate range of stakeholders including students, student representative bodies, providers, regulators and others interested in education policy. We sometimes ask people if they are happy for us to contact them to follow up on what they have said, so that we can understand their views in more detail.

We also use this personal data to administer the prize draw. Entries are allocated a number, and we use a random number generated to select prize winners at random. We use the person's contact details to let them know if they have won a prize.

We collect most of this personal data directly from the data subject. We also ask any under 18s to provide the contact details of an adult with parental responsibility, whom we will contact if they are selected as a prize winner.

If we ask entrants to share any special category data, we will make these questions optional and make it clear that people do not have to provide the information.

We do not share any information about people who enter our prize draw. If we publish any information about the winners, this will not include enough information to identify the person individually.

We usually undertake analysis of prize draw entries within the OIA. If we decide to use a third party to help us analyse the entries, we will inform people at the time they enter the prize draw.

Our IT systems are appropriately secure, and we take robust measures to protect them against cyber-attacks. We use Microsoft programmes to gather and store data. Our IT infrastructure is held within the UK.

The lawful basis for processing personal information supplied in prize draw entries is that it is necessary for the performance of a task carried out in the public interest or exercise of official authority vested in the data controller (UK GDPR Article 6(1)(e) – public task). Collecting this data is necessary to support the effective performance of our statutory functions as set out in the Higher Education Act 2004.

We also rely on the lawful basis of consent. Entrants to our prize draws have consented to us processing their personal data as described in this notice and the information that accompanies each prize draw.

The OIA acts as the data controller. The OIA can be contacted at

PO Box 3362,

Reading,

RG1 9UF

Tel: 0118 959 9813

Email: enquiries@oiahe.org.uk

We usually keep the full prize draw entries for 6 weeks after the prize draw closes, to help us administer the prizes. After this time, we will keep the information people have supplied in an anonymized form for statistical analysis, so that no individual can be identified from their entry. We will delete the person's contact details.

Prize draw entrants can exercise their rights to ask that we stop processing their personal data, or their right to access their personal data by emailing dataprotection@oiahe.org.uk. If a person asks us to stop processing their personal data before the prize draw has taken place, they will not be entered for the prize.

Any concerns or complaints about how we have processed the personal data of people who have entered a prize draw may also be sent to dataprotection@oiahe.org.uk. People have the right to complain to the [Information Commissioner](#) if they are unhappy with our response to their concerns.