

Your personal information and our privacy statement

Scottish Book Trust is a national registered charity (SC027669) changing lives through reading and writing, and respecting your privacy is important to us.

A. How your information will be used

- a. Scottish Book Trust collects your personal information [name, email address, postcode and phone number] **when you apply** for the New Writers Awards. We will use this information for legitimate interests to provide you with the information you need in order to process your application.
- b. We will keep your information on our system for up to one year (July 2019). This is in order to process your application and to notify you of the outcome of your application and in case we need to resolve any issues arising after the outcome.
- c. Scottish Book Trust will not **share your information** with any other organisations or third parties. If you are longlisted, your name will be confidentially shared with the judging panel.
- d. Website usage information is also collected using cookies but no personal data is collected by this method.

B. Your right to withdraw your application

You have the right to withdraw your application on Submittable at any time. If you decide to withdraw your application, please email applications@scottishbooktrust.com so that we can update our records.

C. Access to your information and correction

You have the right to request a copy of the information we hold about you. If you would like a copy of some or all of your personal information, please email Info@scottishbooktrust.com or write to us at [Scottish Book Trust, Sandeman House, Trunk's Close, 55 High Street, Edinburgh EH1 1SR](#).

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate. Corrections should only apply to your personal information and not the remainder of your application.

D. Other websites

Our website contains links to other websites. This privacy policy only applies to this website so when you link to other websites you should read their own privacy policies. Applications are accepted and processed through Submittable. You can find the Submittable privacy statement here: <https://www.submittable.com/gdpr>

E. Right to lodge a complaint

If you have a concern about the way your personal data is being handled, the Information Commissioner's Office gives the following advice: <https://ico.org.uk/for-the-public/raising-concerns/>

or contact the Information Commissioner's Office directly at
<https://ico.org.uk/concerns/>

or telephone 0303 123 1113