

## Privacy Policy

Hopscotch Consulting Ltd (“us”, “we”, or “our”) operates The Crown Estate sustainability grant prize draw website (the “Service”). Our company number is 07427579 registered at Companies House. Our trading address is The Embassy Tea House Second Floor, 195-205 Union Street, London, United Kingdom, SE1 0LN.

We understand that your privacy is important to you and that you care about how your personal data is used. We respect and value your privacy, we will only collect and use personal data in ways that are described here, and in a way that is consistent with our obligations and your rights under the law.

## What does this notice cover?

This Privacy Information explains how we use your personal data: how it is collected, how it is held, and how it is processed. It also explains your rights under the law relating to your personal data.

## What is personal data?

Personal data is defined by the UK GDPR and the Data Protection Act 2018 (collectively, “the Data Protection Legislation”) as ‘any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier’.

Personal data is, in simpler terms, any information about you that enables you to be identified. Personal data covers obvious information such as your name and contact details, but it also covers less obvious information such as identification numbers, electronic location data, and other online identifiers.

The personal data that we use is set out below.

## What personal data do you collect and how?

We will collect and hold some or all the personal and non-personal data set out below:

- **Contact Data** including email address, address, town, postal code, city,
- **Identity Data** including first name and last name
- **Organisation Data**, including educational establishment or community group
- **Technical Data** such as your computer’s Internet Protocol address (IP address), browser type, browser version, the pages of our Service that you visit, the time and date of your visit, and the time spent on those pages

## How do you use my personal data?

Under the Data Protection Legislation, we must always have a lawful basis for using personal data. The list below describes how we will use your personal data, and our lawful bases for doing so:

- To provide and maintain the Service
- To notify you about changes to our Service
- To allow you to participate in interactive features of our Service when you choose to do so
- To provide customer care and support
- To provide analysis or valuable information so that we can improve the Service
- To monitor the usage of the Service
- To detect, prevent and address technical issues

For applicants entering the competition, the lawful basis for collecting and processing your personal data is “Legitimate Interest” per the [ICO website](#).

## **How and where do you store or transfer my personal data?**

We will only store your personal data in the UK. This means that it will be fully protected under the Data Protection Legislation.

The security of your personal data is essential to us, and to protect your data, we take several important measures, including the following:

- limiting access to your personal data to those employees, agents, contractors, and other third parties with a legitimate need to know and ensuring that they are subject to duties of confidentiality.
- procedures for dealing with data breaches (the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, your personal data) including notifying you and/or the Information Commissioner’s Office where we are legally required to do so.

## **How long do you hold my data?**

Where we process personal data in connection with the competition, we will retain your personal data for up to three months post the closing date of the competition: Thursday 21st March at 23:59. We will then destroy any personal data without further notice or liability.

## **Do you share my personal data?**

We may employ third-party companies and individuals to facilitate our Service (“Service Providers”), to provide the Service on our behalf, to perform Service-related tasks or to assist us in analysing how our Service is used.

These third parties have access to your Personal Data only to perform these tasks on our behalf and are obligated not to disclose or use it for any other purpose.

If any of your personal data is shared with a third party, as described above, we will take steps to ensure that your personal data is handled safely, securely, and in accordance with your rights, our obligations, and the third party's obligations under the law.

Hopscotch Consulting will share personal data related to winners of the competition with The Crown Estate for prize fulfilment purposes, in accordance with data protection laws and this data will not be retained beyond June 2024.

Hopscotch Consulting may share any personal data related to the teacher entry form such as quotes or feedback on the competition with The Crown Estate where appropriate.

If any personal data is transferred outside of the UK, we will take suitable steps to ensure that your personal data is treated just as safely and securely as it would be within the UK and under the Data Protection Legislation.

If we sell, transfer, or merge parts of our business or assets, your personal data may be transferred to a third party. Any new owner of our business may continue to use your personal data in the same way(s) that we have used it, as specified in this Privacy Policy.

In some limited circumstances, we may be legally required to share certain personal data, which might include yours, if we are involved in legal proceedings or complying with legal obligations, a court order, or the instructions of a government authority.

## **Children's privacy**

Anyone under the age of 18 ("Children/Child") should not register for the Service independently without parental consent.

If you are a parent or guardian and you are aware that your Child has provided us with Personal Data that you have not provided consent, please contact us. If we become aware that we have collected Personal Data from children without verification of parental consent, we take steps to remove that information from our servers.

## **Tracking and cookies data**

We use cookies and similar tracking technologies to track the activity on our Service and hold certain information.

Cookies are files with a small amount of data that may include an anonymous unique identifier. Cookies are sent to your browser from a website and stored on your device. Tracking technologies also used are beacons, tags, and scripts to collect and track information and to improve and analyse our Service.

You can instruct your browser to refuse all cookies or to indicate when a cookie is being sent. The most effective way to do this is to disable cookies in your browser. We suggest consulting the Help section of your browser or taking a look at the About Cookies website, which offers guidance for all modern browsers. However, if you do not accept cookies, you may not be able to use some portions of our Service.

Examples of cookies we use:

- **Session Cookies.** We use session cookies to operate our Service.
- **Preference Cookies.** We use preference cookies to remember your preferences and various settings.
- **Security Cookies.** We use security cookies for security purposes.

## Links to other sites

Our Service may contain links to other sites that are not operated by us. If you click on a third-party link, you will be directed to that third party's site. We strongly advise you to review the Privacy Policy of every site you visit.

We have no control over and assume no responsibility for the content, privacy policies or practices of any third-party sites or services.

## Analytics

We may use third-party Service Providers to monitor and analyse the use of our Service.

Google Analytics is a web analytics service offered by Google that tracks and reports website traffic. Google uses the data collected to track and monitor the use of our Service. This data is shared with other Google services. Google may use the collected data to contextualise and personalise the ads of its own advertising network. You can opt-out of having made your activity on the Service available to Google Analytics by installing the Google Analytics opt-out browser add-on. The add-on prevents the Google Analytics JavaScript (ga.js, analytics.js, and dc.js) from sharing information with Google Analytics about visits activity. For more information on the privacy practices of Google, please visit the [Google Privacy & Terms web page](#).

## What are my rights?

Under the Data Protection Legislation, you have the following rights, which we will always work to uphold:

1. The right to be informed about our collection and use of your personal data. This Privacy Notice should tell you everything you need to know, but you can always contact us to find out more or to ask any questions.
2. The right to access the personal data we hold about you.

3. The right to have your personal data rectified if any of your personal data held by us is inaccurate or incomplete. Please contact us using the details below to find out more.
4. The right to be forgotten, that is, the right to ask us to delete or otherwise dispose of any of your personal data that we hold.
5. The right to restrict (that is, prevent) the processing of your personal data.
6. The right to object to us using your personal data for a particular purpose or purposes.
7. The right to withdraw consent. This means that, if we are relying on your consent as the legal basis for using your personal data, you are free to withdraw that consent at any time.
8. The right to data portability. This means that, if you have provided personal data to us directly, we are using it with your consent or for the performance of a contract, and that data is processed using automated means, you can ask us for a copy of that personal data to re-use with another service or business in many cases.
9. Rights relating to automated decision-making and profiling. We do not use your personal data in this way.

For more information about our use of your personal data or exercising your rights as outlined above, please contact us using the details provided at the end of this policy.

It is important that your personal data is kept accurate and up to date. If any of the personal data we hold about you changes, please keep us informed as long as we have that data.

Further information about your rights can also be obtained from the Information Commissioner's Office or your local Citizens Advice Bureau.

If you have any cause for complaint about our use of your personal data, you have the right to lodge a complaint with the Information Commissioner's Office. We would welcome the opportunity to resolve your concerns ourselves, however, so please contact us first.

## **Changes to this privacy policy**

We may update our Privacy Policy from time to time. We will notify you of any changes by posting the new Privacy Policy on this page.

We will let you know via email and/or a prominent notice on our Service, prior to the change becoming effective and update the "effective date" at the top of this Privacy Policy.

You are advised to review this Privacy Policy periodically for any changes. Changes to this Privacy Policy are effective when they are posted on this page.

## **Contact us**

If you have any questions about this Privacy Policy, please [contact us by email](#).

This privacy policy was last updated on: 19<sup>th</sup> January 2024

