



THE IVORS ACADEMY OF MUSIC CREATORS
1 UPPER JAMES ST—LONDON—W1F 9DE
IVORSACADEMY.COM

AWARD ENTRANT PRIVACY POLICY

1. Introduction

This policy sets out how we store and process data we collect from people entering for an Ivor Novello Award.

For details of how The Ivors Academy and The Ivors Academy Trust store and process data, including how membership details are stored and used, the full policy can be found here <https://ivorsacademy.com/privacy>.

2. What if I am mentioned in an entry made by someone else?

If you are submitted as a candidate for nomination for an Ivor Novello Award in an entry made by someone else, the entrant should have informed you that your details will be held by The Ivors Academy. They should also have drawn your attention to this Privacy Policy.

Anyone making an entry that includes details about other people is required to do this on the entry form and cannot submit their entry for the Academy's consideration until they have confirmed that they have done this.

3. What data will be collected about me?

Details of the data we collect to process your entry for an Ivor Novello Award and the reasons for collecting and processing this personal information are as follows:

3.1 Information about you

When you submit an entry for an Ivor Novello Award, we will request personal details including your name, email address, postal address, phone number, CAE number and membership number (if applicable) so that we can get in touch with you about your entry, confirm your works registration and calculate any administration fees (if applicable).

If you are the composer or songwriter of a work which is being entered by a third party, they are required to have brought this policy to your attention. You will have given permission to the third party to share your personal details on your behalf, along with details of your role in relation to the entry being submitted for an award.

We may also separately ask for special category data such as your ethnic origin. This data is collected and stored anonymously by The Ivors Academy. Provision of this category of data is always entirely voluntary - you are under no obligation to provide this. More details about why we collect this are provided below under Section 4.3.

3.2 Information about your entry

If you are submitting a song, album, composition, film, television, video game score for consideration for an Ivor Novello Award we will collect data relating to your entry so that we can assess the eligibility of your entry and submit it for judging.

3.3 Information about other people

If you are submitting an entry for an Ivor Novello Award, we may ask for details about other rights holders of the composition. When you submit the entry, you must inform all of the people whose details you will be providing that their details will be held by The Ivors Academy as described in this Privacy Policy. We will ask you to confirm that you have done this on the entry form.

3.4 Your interaction with The Ivors Academy



We may record discussions we have with you over the phone and by email so that we can provide a consistent and efficient service if you contact us again. Please refer to section 6 and 7 for further details on data storage and retention. You have the right to access, rectify and erase any personal records we store. Please refer to section 5 for further details on how to do this.

For full details of how The Ivors Academy and The Ivors Academy Trust handle and store your data, the Academy's Privacy Policy can be found here <https://ivorsacademy.com/privacy>.

3.5 Payment details

Where an administration fee applies when entering a work, we will use a payment provider to collect payment details so that we can process the payment. The Ivors Academy does not store your card details.

3.6 Website analytics

In common with most other websites, we use software which collects and analyses data about how people use our website. However, this is anonymised and cannot be traced back to you. We use this to help make sure our web servers are working well and to see which parts of our websites are most/least popular so that we can improve the overall user experience. You can read The Ivors Academy cookies policy here <https://ivorsacademy.com/cookies/>

4. Why do you collect this data?

4.1 Contact details

We collect contact details to enable us to administer the award entry process, keeping you up to date with the progress of your entry and requesting further information or clarification from you if this proves necessary.

4.2 Award entry details

Data relating to the award entry (except for sensitive data as detailed below) will be used to assess the eligibility of your entry and also in the judging process.

This data will also be used for statistical purposes to pursue The Ivors Academy's legitimate interests in monitoring patterns and trends in award entries in order to tailor future programmes and report to internal committees and external funders.

If your entry, or an entry you are associated with is nominated then your name may be used in press releases and other publicity activity to pursue The Ivors Academy's legitimate interests in promoting our presentation of Ivor Novello Awards.

4.3 Special Category Data

We may ask you to complete a separate survey to collect special category data, data which is especially sensitive and may reveal racial or ethnic origin, sexual orientation, educational background and whether you identify as having a disability. This data is stored anonymously so that it cannot be linked back to you. It is only used for statistical purposes and never as part of any assessment process. There is no obligation to provide this data and your entry will be treated no differently if you opt not to provide this.

5. Who is responsible for my data?

The Ivors Academy is the controller and responsible for your personal information.

If you have any such queries, including any requests to exercise your legal rights in relation to your personal information, please contact the Academy using the following details:



The Ivors Academy and Ivors Academy Trust
Email address: contact@ivorsacademy.com
Postal address: The Ivors Academy, 1 Upper James Street, London W1F 9DE

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues (www.ico.org.uk). We would, however, appreciate the chance to deal with your concerns before you approach the ICO, so please contact us in the first instance.

6. How long will you keep my data for?

6.1 If you make an entry

Any personal data in your entry/application is removed 24 months after the closing date for entries. Other non-personal details submitted on the entry form are kept for 36 months after the closing date for entries.

In order to make an entry/application you will need to create an account on The Ivors Academy's awards entry systems <https://awardsentry.ivorsacademy.com>. We will delete this after 36 months in accordance with our entry policy. If you would like your account deleted before then, please write to us using the contact details listed in section 12

If you are nominated for an award, then your name and the fact that you were nominated will be recorded indefinitely for archival purposes whilst your contact details will be retained for 10 years.

6.2 If you are mentioned in an entry made by someone else

Any personal data relating to you (as specified in section 3.1) will be deleted 24 months after the closing date for entries.

If you are nominated for an award, then your name and the fact that you were nominated will be recorded indefinitely for archival purposes whilst your contact details will be retained for 10 years.

7. Where will my data be stored?

Your data will be stored on The Ivors Academy's own internal systems in our headquarters in London.

Our online entry system, provided by BAFTA Nucleus, runs on secure servers provided by Amazon Web Services.

We may also share your personal information with the external parties set out below ("External Third Parties") for the purposes set out in the table in section 4 in The Ivors Academy Privacy Policy (<https://ivorsacademy.com/privacy>) including:

1. Service providers (acting as processors) who provide IT and system administration services (such as email, telephone and payment processing services), including SheepCRM (all personal data is stored within the European Economic Area) and Mailchimp (servers are located in the United States).
2. Service providers and partners (acting as processors or co-controllers) who help us deliver benefits to our members (as set out in the Membership area on the Site) and our other services (such as legal or financial advisory services, our workshops and seminars, discounts on services and products for our members, digital magazine production services, and event ticketing, hosting and administration services).



8. Who will have access to my data?

Staff within The Ivors Academy whose duties require it will have access to our entry systems. Third party contractors who perform technical tasks and provide specialist expertise may also require access to personal details in order to fulfil our contractual responsibilities. These contractors are carefully vetted and must sign non-disclosure agreements which include a requirement that data is stored and processed confidentially. For further details on contractors please contact us using the details listed in section 12.

Details provided on the entry form may be made available to the judging panel. All jurors must sign non-disclosure agreements which include a requirement that they keep all of The Ivors Academy's data confidential. If you are nominated or a work you have composed is nominated, then your name may be included in public press releases and communications.

9. Will you give my data to anyone else?

As mentioned above, if you enter for an award, or are mentioned in someone else's entry and that entry is subsequently nominated for an award, then your name may be included in public press releases and communications. We will also pass on your details to award sponsors for the purpose of promoting the nomination or so they can offer professional promotional opportunities to you. For further details on sponsors please contact us using the details listed in section 12. We will also pass on your data in other situations if we are required to do so by law. We will not pass on or sell your details to anyone else.

10. What is GDPR?

GDPR stands for General Data Protection Regulation. This is a pan-European law which replaces previous national data protection legislation and gives all EU citizens common rights. The full text of the GDPR can be found [here](#).

11. What rights does GDPR give me?

Full details of your rights are available in the [text of the GDPR](#), but here is a quick summary of the main provisions which are relevant to the type of data we hold about you:

- You have the right to view the data we hold about you and to receive copies of this data in digital format.
- If any of the data we hold about you is incorrect or incomplete then you can provide the correct or complete data and we must update the data we hold.
- In some circumstances you can request that we erase all the data we hold about you.
- In some cases you can ask us to retain your data but not do anything with it.

12. How do I exercise my GDPR rights?

If you have any questions about this privacy notice, including any requests to exercise your legal rights, please contact us using the details below.

The Ivors Academy and Ivors Academy Trust

Email address: contact@ivorsacademy.com

Postal address: The Ivors Academy, 1 Upper James Street, London W1F 9DE

13. What if I have a complaint?

If you are concerned about how we manage your data, or how we have handled a request to exercise your rights, then please get in touch with us to discuss it. To do this please send an email detailing your concerns to contact@ivorsacademy.com



If you are not satisfied with the response you can take your concern to the Information Commissioner's Office. For details of how to do this please refer to the ICO website <https://ico.org.uk/>

Award Entrant Privacy Policy updated: December 2022