



**DESIGN
VENTURA
2020**

Bringing the business of design
to life with Deutsche Bank

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Design Ventura Mini Challenge

Data Protection Policy and Privacy Notice for Young People

Keeping your information safe

At the Design Museum, we are committed to being clear on what information we hold about you and how we keep it safe and private. You have rights around how we use and share this information and this policy is to help you understand this.

The Design Museum's Data Protection Officer (DPO) is responsible for making sure we follow this policy. They can be contacted at siobhan.tighe@designmuseum.org If you have any further questions about the online mini challenge, you can contact ventura@designmuseum.org

Meanings

- **Personal data:** any information about you and can identify you.

What information we hold

Design Ventura collects and processes the following information about you for the online mini challenge:

- your name, school and age
- contact details, including email address and postal address

Why we hold your information

We hold this information so that we can contact you via your school to inform you if you win the mini challenge. We will request a postal address to send your prize to. This can be your school's address.

How long we keep your information

We keep this information for the length of the run of the mini challenge and then delete it. If you win, we will keep the images you provided of your designs on an encrypted server.

Data Protection Rules (GDPR)

Design Ventura holds your information based on the following rules:

- We process your information lawfully, fairly and clearly.
- We collect information from you for clear and specific reasons.
- We process information only when it is relevant and on a 'need to know' basis.
- We keep your information up to date.
- We keep your information only for as long as is needed.

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- We make sure your information is kept safe and protected against use by people who should not know it, accidental loss, or damage.

Design Ventura will tell you why we are collecting your information and how we use it. We will not use your information for any other reasons than those we tell you.

The information we gather about you during the mini challenge will be kept on an encrypted server. We always make sure to keep this information safe and password protected. If we find out that your information has not been used properly or has gone missing, we will tell you and the Information Commissioner within 72 hours of finding out.

Your Rights

You have a number of rights around the information we hold about you. You have the right to see the information held about you at any time. You also have the right to know:

- What information we hold.
- Who we share information with.
- How long we keep your information.
- How we make sure your information is right or changed when needed.
- You can complain to the Information Commissioner if you think we have not looked after your information properly.

We can give you a copy of the information we hold about you. To do this you can send an email to ventura@designmuseum.org. We will normally get back to you within a month of you asking.

Who else has access to your information

The Design Ventura team have access to your information. We will not share your information with anyone else unless you tell us we can. The Design Ventura team are DBS certified.

Anyone who has access to your information must:

- Only access it if they need to.
- Maintain your confidentiality.
- Keep your information safe and secure.
- Not keep your information for longer than they need to.

Changes

We may need to change or update this privacy notice at any time, and we will give you a new privacy notice when we make any big updates.

Questions?

If you have any questions about this privacy notice, please contact ventura@designmuseum.org

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