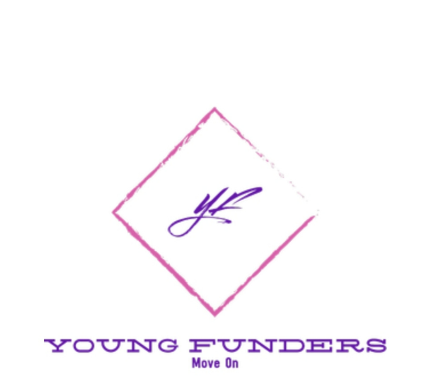
**Move On Young Funders Creative Writing Competition**

**Submission Form**

Logo

Description automatically generated  


**Contact Details**

**Name:**

**Age:**

**Address:**

**Contact Telephone Number:**

**Email Address:**

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*I consent to my work being included in a booklet of creative writing. YES/NO*

*I consent to my work being shared on Move On’s website or social media pages YES/NO*

*I would like to keep my work anonymous when included in the booklet. YES/NO*

*I would like to attend a celebration event hosted by Move On Young Funders: YES/NO*

*Would you like to attend Move On’s creative writing workshops to support your entry? YES/NO*

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# Move On Privacy Notice – Volunteers

We respect your privacy. The data we gather and hold is managed in accordance with the Data Protection Act 2018 and General Data Protection Regulation (EU) 2016/679 (GDPR). We will not disclose or share personal information supplied by you with any third party organisation without your consent. Any data held on you will be used only for the purpose it was requested. Your personal data will be stored for 6 years after you cease volunteering with us, unless you request otherwise or there is a legal obligation to do so.

Move On records personal information including addresses, phone numbers, date of birth and availability. We also keep a record of your work with us in a paper file and on computer. Such information may be shared between staff members for work reasons, but will not be given to anyone outside Move On without explicit consent from you (the only exception to this would be as part of a criminal investigation or if requested by Disclosure Scotland to research a PVG registration application). It also forms part of a process for ensuring that you are not a risk to the safety and wellbeing of anyone involved with the service. Any concerns we might have will be discussed openly with you.

Data you have supplied will be held in a safe, secure, location with access only to those with permission. You are entitled to request a copy of all the data stored about you, and we will respond to the request within 1 month. You are also entitled to request that any errors are corrected and for data to be deleted. These requests can be made by e-mail, phone, text, letter or verbally to a member of Move On’s staff.

### Sharing personal data

|  |  |  |  |
| --- | --- | --- | --- |
| I give my permission for Move On to share essential information with other relevant agencies and professional staff: | |  |  | | --- | --- | | Agree | Disagree | |

### Other services

We would like to send you information about services and events that might be of interest to you, by post, phone, e-mail and text. If you agree to being contacted, please tick the relevant boxes:

|  |  |  |  |
| --- | --- | --- | --- |
| Post | Phone | E-mail | Text |

Please note that you can contact us at any time to remove any of these permissions.

## Declaration

I confirm that the information I have given is correct and complete to the best of my knowledge and that any false statements or omissions may make me ineligible for a service.

I understand and agree that data contained in the registration form will be used for registration purposes and may be held in confidence in paper files or on a computer. I agree to Move On holding the information in this form.

Signed Date

Print name

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**Creative Writing Submission:**

*Please use the space below to showcase your writing. You can pick any theme you would like but please stick to a 500-word limit. If you would like to include any artwork to go with your writing, please include this here.*

*All writing must be submitted by email to* [*rebecca@moveon.org.uk*](mailto:rebecca@moveon.org.uk) *by 5pm on May 10th 2022. Please get in touch if you have any questions.*