

By participating in the Kenya Volunteering competition, you acknowledge you have read the terms of the Kenya Volunteering Competition **privacy notice**.

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## **Privacy Notice – Kenya Volunteering Competition 2025**

This privacy notice explains how we collect, use, and protect your personal data when you participate in the Kenya Volunteering competition (“the Competition” thereafter), organised by The Bupa Foundation (“we” thereafter).

When you participate in the Competition:

### **1. Personal Information Collected.**

We will collect the following personal information from you or about you:

- Your name, contact details (including email address and phone number) and BU you are employed by.
- Your photo, uploaded as part of your application.
- If you are selected as a winner, we will use your employee records to verify your eligibility to participate in the competition.
- Images and videos you will share of your trip, as well as personal information in captions/accounts of the trip you may share.

### **2. Purpose of Personal Information Collection**

We will use your personal information for the following purposes:

- To administer the competition, including selecting and notifying the winner.
- To verify your eligibility to participate in the competition.
- To enable the winner to travel.
- To share photos and video clips from your trip with the Bupa Foundation / BGIUK Internal Communications team for communications purposes (including on Workvivo, and Bupa Foundation website and social media channels).

### **3. Our legal basis for collection and use of your data**

Participation in the competition is completely voluntary. If you choose to participate, we will collect and use your personal data on the ground of:

- Legitimate interests – this means we’re collecting or using your information because it benefits you and our organisation, without causing an undue risk of harm to anyone. Our legitimate interests are: engagement and wellbeing of our people.

### **4. Data Sharing**

We may share your personal data with:

- Bupa Group/BGIUK, with Internal Communications Teams, with your local People and Tax teams, and on internal global communications platforms such as Workvivo.
- Third-party partners who assist us in running the competition and arranging the trip, which includes Lifecare International.

## **5. Data Sharing outside of the UK**

We may transfer your personal data outside of the UK. When doing so, we comply with the UK GDPR, making sure appropriate safeguards are in place.

## **6. Data Retention**

We will retain your personal data for as long as necessary to fulfil the purposes outlined in this notice and to comply with our legal obligations.

## **7. Your Rights**

You have the right to access, correct, restrict, or delete your personal data. If you have any questions or wish to exercise your rights, please contact us at [bupafoundation@bupa.com](mailto:bupafoundation@bupa.com) mentioning “Kenya Volunteering Competition Privacy” in the subject line

## **8. Contact Information and how to complain**

If you have any questions about this privacy notice or how we handle your personal data, please contact us at [dataprotection@bupa.com](mailto:dataprotection@bupa.com). If you remain unhappy with how we’ve used your data after raising a complaint with us, you can also complain to the ICO (Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF. Helpline number: 0303 123 1113)