

Privacy Policy

Fearless Prize

Effective date: 1 September, 2025

This Privacy Policy explains how **Bakers Lane Books** (trading as **Fearless Press**) collects, uses, discloses, and protects personal information for the **Fearless Prize**. We handle personal information in accordance with the **Privacy Act 1988 (Cth)** and the **Australian Privacy Principles (APPs)**.

What we collect

When you enter the Fearless Prize, we collect the following **required** information:

- Full name
- Email address
- Phone number
- Mailing address (street, suburb, state, and postcode)

We may also collect: eligibility confirmations, manuscript details (e.g. title), and any other information you choose to provide in your entry form. Our form provider may automatically collect limited technical information (e.g. submission timestamp) to operate the service. Privacy policies must set out the kinds of personal information collected and how it is collected under APP 1.4.

How we use your information

We use personal information to:

- receive and manage entries, verify eligibility, and run the judging process
- communicate with you about your entry, shortlist outcomes, or winning status
- arrange publication and related rights management if you are the winner
- administer the Prize, answer enquiries, and improve our processes
- send updates about the Prize or Bakers Lane Books; you can opt out at any time

We use and disclose personal information for these purposes and for related purposes you would reasonably expect, or as required or authorised by law (APP 6/7).

If you do not provide information

If you choose not to provide required information, we may be unable to accept or consider your entry.

Payments

If an entry fee applies, payments are processed by a secure third-party payment provider (i.e. Square). We do **not** collect or store full card details; the provider processes them directly.

How we disclose information

We may disclose personal information to:

- **Judges** and Prize administrators for assessment and administration
- **Service providers** that support our operations (e.g. form platform, email, cloud hosting, payment processing)
- **Publishing partners** and advisors for contracting and publicity where relevant
- Government agencies, regulators, or dispute-resolution bodies where required by law

Some service providers may be located outside Australia. If we disclose personal information overseas, we will take **reasonable steps** to ensure comparable protections under **APP 8** (cross-border disclosure).

Paperform: We use Paperform to collect entries. Paperform's primary servers are hosted in the **United States (AWS)**, and Paperform may provide other regions by arrangement. This may involve transfer and storage of your personal information outside Australia.

Data security

We take reasonable steps to protect personal information from misuse, interference, loss, unauthorised access, modification, or disclosure, including technical and organisational safeguards and limiting access to personnel on a need-to-know basis. We also require our service providers to implement appropriate security controls.

Retention and de-identification

We retain identifiable entry information for up to **24 months after the Prize concludes**, unless a longer period is required for record-keeping, contractual, or legal reasons, or you become a contracted author (in which case records may be retained as part of your author relationship). We then delete or de-identify personal information where reasonably practicable.

Access and correction

You may **request access** to the personal information we hold about you and **request corrections** if it is inaccurate, out of date, incomplete, irrelevant, or misleading (APPs 12 and 13). We will respond within a reasonable period and may ask you to verify your identity. If we refuse access or correction, we will tell you why and how to complain.

To make a request, contact us using the details below.

Notifiable Data Breaches

If an **eligible data breach** occurs that is likely to cause serious harm, we will notify affected individuals and the **Office of the Australian Information Commissioner (OAIC)** in line with the **Notifiable Data Breaches (NDB) scheme**.

Direct marketing

We may send you updates about the Fearless Prize and Bakers Lane Books. You can opt out at any time using the unsubscribe link or by contacting us. (Direct marketing is subject to APP 7 and other applicable laws.)

Complaints

If you have concerns about how we handle your personal information, please contact us first. We will acknowledge your complaint and aim to respond within **30 days**. If you are not satisfied with our response, you may lodge a complaint with the **OAIC**.

Changes to this Policy

We may update this Policy to reflect changes to our practices or legal requirements. The updated version will be posted on our website with a new effective date.

Contact us

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