

Privacy Policy

Writing Bolton: Reading Year Project

Last updated: May 2026

Who we are

Writing Bolton is a community reading and writing project run as part of Bolton's Reading Year. This privacy policy explains how we collect, use, and store information submitted through our online response forms.

For questions about this policy or your data, contact us at: contact@writingbolton.org

What information we collect

When you submit a response to one of our prompts, we may collect:

- Your written response
- Your name and location, if you choose to provide them
- The date and method of submission
- We do not collect details such as email addresses unless you provide them and voluntarily request follow up.

How we use your information

Your submission may be used in the following ways:

- **Publication and display:** Responses may be published on the Writing Bolton website, displayed as part of the Reading Year exhibition or reading wall, and reproduced in printed materials associated with the project.
- **Academic research:** Responses form part of a research dataset used to study reading habits and community engagement with literature. This research may result in academic papers, reports, or presentations. Where responses are quoted in academic publications, they will be anonymised.
- **Promotional use:** Responses may be featured in project communications, funding applications, and materials promoting the Reading Year.

Anonymity

If you selected the anonymous option on the submission form, your response will be used without your name or identifying details in all published and research contexts.

If you provided your name and did not select anonymous, your name and location may appear alongside your response in any of the uses listed above.

All responses used in academic papers will be anonymised, no matter what was selected on the submission form.

Data storage and retention

Your submissions are stored securely by the Writing Bolton project team. We do not share your personal data with third parties outside the project without your consent.

We retain submission data for the duration of the project and for a period of seven years afterwards, in line with standard academic research retention requirements.

Your rights

Under UK GDPR you have the right to:

- Request access to the information we hold about you
- Request correction of inaccurate information
- Request removal of your submission and associated personal data

Please note: if your response has already been included in a formally published academic paper or printed exhibition material, we may not be able to remove it from those specific publications, although we can remove it from all other contexts including the website.

To exercise any of these rights, contact us at: contact@writingbolton.org

Children and young people

Our forms are open to participants aged 13 and over.

Where schools submit responses on behalf of students, the school's existing data processing agreement with the project covers those submissions. Individual student consent is obtained through the school.

If you are a parent or guardian and have concerns about a submission made by a young person, please contact us at: contact@writingbolton.org

Safeguarding

If a submission raises a safeguarding concern, particularly where a young person appears to be describing harm or distress, the project team may share relevant information with appropriate services. This is the only circumstance in which we would share submission content outside the project team without consent.

Legal basis for processing

We process submission data on the basis of consent, as indicated by completion of the submission form. For academic research purposes, we additionally rely on the public interest basis under UK GDPR Article 6(1)(e), in line with our institution's research ethics framework.

Changes to this policy

We may update this policy from time to time. The date at the top of this page will reflect the most recent version. Continued use of the submission form after any update constitutes acceptance of the revised policy.

To celebrate the National Year of Reading 2026, the University of Greater Manchester is working with Bolton Library and Museum Services to deliver the 'Reading Bolton' project. The project explores the value and pleasure of reading through a year-long programme of events and activities. It aims to inspire people, young and old, to connect through the power of storytelling. For more information visit writingbolton.org