

UNIVERSITY OF READING: TRAVEL SURVEY FREE PRIZE DRAW TERMS AND CONDITIONS

1. **Promoter.** The promoter of the prize draws detailed in these terms and conditions is the University of Reading, a corporation with charitable status, established by Royal Charter (RC000665), whose administrative offices are at Whiteknights House, Whiteknights, PO Box 217, Reading, Berkshire, RG6 6AH, United Kingdom (the **Promoter**).
2. **Eligibility.** The prize draw is only open to students and employees of the Promoter aged 16 years or over, but please note that:
 - a. those directly associated with administration of the prize draw may not enter the prize draw;
 - b. if you are under the age of 18, you must obtain written parental or guardian consent to enter the prize draw (and claim any prize); and
 - c. for the avoidance of doubt whilst employees of another organisation located on site at the University of Reading and members of the local community may respond to the survey, they are not eligible for the prize draw.The Promoter may ask the winner to provide proof of age.
3. **Free to Enter.** The prize draw is free to enter to those who meet the eligibility criteria in paragraph 2 above - no purchase is necessary.
4. **Method of Entry.** Entries are deemed submitted by completing the relevant travel survey on Forms <https://forms.office.com/r/TxTQxrgZHn> and ticking the relevant box to take part in the prize draw. Only one entry per person is permitted.
5. **Starting and Closing Dates.** The opening date for entries is 08:00 on 5 January 2022. The closing date of the prize draw is 16:00 on 31 January 2022. Entries received after this time will not be considered.
6. **Prize Draw.** Winner(s) will be chosen by random draw performed by a computer process on 3 February 2022 ("**Draw Date**").
7. **Prize.** Winners will receive one of the following (as applicable):
 - a. **Student Prizes**
 - i. 1 x £200 Eurostar voucher
 - ii. 1 of 5 x £10 University of Reading catering vouchers
 - b. **Employee Prizes**
 - i. 1 x £200 Eurostar voucher
 - ii. 1 of 5 x £10 University of Reading catering vouchers

Please note that University of Reading catering vouchers can be redeemed against food and/or drink at any University of Reading catering outlet and are subject to any terms (including expiry dates) as appear on or are connected to the vouchers.

8. **Notification of Winners.** The winners will be notified by email telephone (using details provided at entry) before 9 February 2022 and must provide a postal address to claim their prize. If a winner does not respond to the Promoter within fifteen (15) days of being notified by the Promoter, then the winner's prize will be forfeited and the Promoter will be entitled to select another winner in accordance with the process described

above.

9. **Prize Delivery.** Prizes will be sent to the winner(s) by post within fourteen (14) days of being notified of their win.
10. **Prize Non-Exchangeable.** Prizes are non-exchangeable, non-transferable and no cash alternative is offered.
11. **Decision of Promoter.** The decision of the Promoter regarding any aspect of the prize draw is final and binding and no correspondence will be entered into about it.
12. **Details of Winner(s).** The Promoter must either publish or make available information that indicates that a valid award took place. To comply with this obligation the Promoter:
 - a. will send the surname of major prize winners to anyone who emails sustainability@reading.ac.uk or writes to Sustainability Services, Estates Building, University of Reading, RG6 6DQ (enclosing a self-addressed envelope) within one month after the closing date stated in paragraph 5 above; and
 - b. may publish the surname of major prize winners on the University's web pages and/or social media accounts (including Twitter).

By entering the prize draw you agree to us sharing your surname as described as above, unless you have expressly tell us not to do so by contacting us: sustainability@reading.ac.uk. In such circumstances, the Promoter must still provide the information and winning entry to the Advertising Standards Authority on request. Please also see paragraph 16 below which contains further details around how your personal data will be processed.

13. **Acceptance of Prize Draw Terms and Conditions.** Participants are deemed to have accepted and agreed to be bound by these terms and conditions upon entry. The Promoter reserves the right to refuse entry or refuse to award a prize to anyone in breach of these terms and conditions.
14. **Suspension / Cancellation of Prize Draw.** The Promoter reserves the right to hold void, cancel, suspend, or amend the promotion where it becomes necessary to do so.
15. **Liability of the University.** Insofar as is permitted by law the Promoter will not in any circumstances be responsible or liable to compensate any winner or accept any liability for any loss, damage, personal injury or death occurring as a result of taking up a prize except where it is caused by the negligence of the Promoter, its agents or distributors or that of their employees. Your statutory rights are not affected.
16. **Personal Data.** Personal data supplied by you during the course of this prize draw will only be processed by the University:
 - a. to assess your entry into the prize draw;
 - b. to check that you meet these terms and conditions;
 - c. to administer the prize draw and to contact you if you are a winner;
 - d. to comply with its statutory obligation to publish or make available information that a valid award has taken place (as detailed at paragraph 12 above); and
 - e. as set out in the University's privacy policy – <https://www.reading.ac.uk/15/about/about->

[privacy.aspx?_ga=2.198889199.170924768.1520430647-308154393.1512136824](https://www.reading.ac.uk/privacy.aspx?_ga=2.198889199.170924768.1520430647-308154393.1512136824) and in accordance with all relevant data protection legislation.

17. **Severability.** If any provision or part-provision of these terms and conditions is or becomes invalid, illegal or unenforceable, it shall be deemed deleted, but that shall not affect the validity and enforceability of the rest of the terms and conditions.
18. **Governing Law & Jurisdiction.** The prize draw will be governed by English law and entrants to the prize draw submit to the jurisdiction of the English courts.