Pen Pal & Creative Exchange
Terms and Conditions

The purpose of this project is to give students the opportunity to make new friends, create connection and chats, and/or match students with creative partners to share their short stories, poetry, music or recipes etc with. To get involved, students must fill out the form to register here [https://bit.ly/39hUS5L](https://bit.ly/39hUS5L), and will then be emailed their match with introductory questions to get you started off!

Eligibility Criterion:

1) Students registering for this scheme must be a currently registered student with Queen’s University Belfast. You do not need to be a member of the Scribblers Creative Writing Society to participate.

2) Students registering must function within the University’s Social Media Policy, when acting online. By applying and participating in this scheme, each student is taking personal responsibility for what they communicate and/or do. However within the University’s Social Media regulations, inappropriate and non-consensual behaviour (for example bullying, harassment, discrimination or unsolicited photos/text) can be reported and will be treated with the utmost seriousness.

3) Participants must adhere to the University’s Social Media Policy and Diversity and Inclusion Policy. Participation in this scheme is voluntary and all participants are personally responsible for the conduct of communications sent by them / in their name, and for ensuring that any personal data shared by the with other participants is processed with their permission. The University’s Conduct Regulations apply to all activity undertaken as part of this scheme. (Any complaints of inappropriate behaviour, such as harassment, bullying, discrimination or sending unsolicited / inappropriate messages / images will be investigated under the University’s Conduct Regulations.)

4) The deadline for registering interest closes on Tuesday 15th December at Midnight. Any applications taken after this time may not be considered.

5) These requests will be matched by Tuesday 22nd December at 5pm.

6) To engage, students must abide by the Volunteer Agreement which will be issued at the time of matching.

7) Participants may ask to withdraw from the scheme at any time. If a participant notifies the Students’ Union that they wish to withdraw from the scheme, any individual / group to which they are matched must cease any further communication with them under the scheme.

Privacy and Personal Data:

1) The information you provide will be processed and retained in accordance with the Students’ Union’s Privacy Notice.

2) If a student registers for the Pen Pal scheme only, their personal details will be controlled and processed by Queen’s Students’ Union and may be passed on to relevant third parties. Third parties may include students with whom they are matched and the QUB Creative Writing Society Committee.

3) If a student registers for the Creative Exchange only, personal details will be controlled and processed by jointly by Creative Writing Society Committee and Queen’s Students’ Union and may be passed on to third parties. Third parties many include participants in relevant creative writing activities.

4) If a student registers for both the Pen Pal Scheme and Creative Exchange, personal details will be controlled and processed jointly by the Creative Writing Society Committee and Queen’s Students’ Union.
5) The information you provide onto the form will be held for a period of 60 days, then all (except your email address which will be stored until the end of the academic year) details will be removed from association to the scheme.

Queen’s Students’ Union reserves the right to terminate this agreement, alter any of these terms and conditions at any stage, if deemed necessary in its opinion, or if circumstances arise outside of its control.