

Aviva Investors Sustainability Media Award 2021

Terms and Conditions

These Terms and Conditions apply to the Aviva Investors Sustainability Media Award 2021 (the '**Award**'). The organiser of the Award is Aviva Investors Global Services Limited, St Helens, 1 Undershaft, London EC3P 3DQ ("**Aviva Investors**", "**us**", "**we**", "**our**"). By entering the Award, you confirm that you accept these Terms and Conditions.

Please note that all nominations must be received no later than *Thursday, 2nd September, 2021*. Any nominations received after this will not be accepted. Nominations cannot be made by any other method.

Eligibility Criteria

1. This Award is open to professional journalists in the United Kingdom (which, for the purposes of the Award, includes England, Wales, Scotland, Northern Ireland, the Channel Islands and the Isle of Man) ("**Submitters**", "**you**"). Submitters must be over the age of 18.
2. It is your responsibility to get any necessary permissions to enter the Award and if applicable, and permission you need to secure for your media outlets name to be used by Aviva Investors in connection with the Award.

How to Enter

3. Entries can be made online at <http://www.avivainvestors.com/en-gb/about/responsible-investment/aviva-investors-sustainability-media-awards-2021>. The categories for the Awards can be accessed via <http://www.avivainvestors.com/en-gb/about/responsible-investment/aviva-investors-sustainability-media-awards-2021#categories> (the '**Categories**'). Please complete the fields requested for each of the Categories to ensure the nomination can be judged.
4. In order to successfully put forward an entry for the Award you are required to submit a 300-word summary and a maximum of five examples articles of your work as supporting documentation (your '**Submission**')
5. Aviva Investors does not accept any responsibility for late or lost entries. Proof of sending is not proof of receipt. No responsibility is accepted for incomplete entries or entries made fraudulently.
6. Submissions must be made in English and must not:
 - a. include content or proposals with the purpose of promoting specific individuals, companies, brands or products (other than the Submitter's publisher);
 - b. contain any material owned by a third party, including trademarks, or contain any images or videos that identify individuals unless, in each case, you have the third party's and each individual's express permission to do so and to permit use of such content by Aviva Investors;
 - c. violate any applicable law or regulation or promote or encourage the violation of any law or regulation;
 - d. contain offensive, obscene or sexually suggestive material, propaganda, potentially misleading information, or defamatory or disparaging material about other people or companies, or endorse any form of hate, hate group or terrorist activity;
 - e. discriminate unlawfully on any basis prohibited by law (e.g. gender, race, religion, disability, age, sexual orientation);
 - f. promote any activities that may be unsafe or dangerous;
 - g. contain any viruses or other malicious elements that are intended to damage, detrimentally interfere with, surreptitiously intercept or expropriate any system, data or personal information; or
 - h. attempt to manipulate or unfairly influence the outcome of the Award,

in each instance, as determined by Aviva in its sole discretion.

7. Aviva Investors will not be liable for any costs incurred by you or your organisation in the application process for this Award.
8. The Aviva Investors team reserve the right to contact you or the listed referees to verify facts and/or events. This should not be interpreted as anything other than an information gathering exercise. Aviva Investors also reserves the right to carry out research about any stories provided in support of the nomination if necessary.
9. Submitters will retain copyright in the material submitted to Aviva Investors. By entering all entrants grant to Aviva Investors all rights in the material for the purpose of judging the Award. Aviva Investors will not make available to the public or publish the material without your consent.

Judging Criteria

10. The Categories and criteria to qualify for nomination and on which winners will be selected listed on each of the nomination pages online at <http://www.avivainvestors.com/en-gb/about/responsible-investment/aviva-investors-sustainability-media-awards-2021>. Please read these carefully.
11. A panel of expert judges will be appointed who will oversee the Submission review (the **Judges**). The Judges will review Submissions based on a provided list of [three shortlisted entries] (the '**Shortlist**'). The shortlist will be announced on or after 31st September
12. You can enter as many Categories as you like but can only be Shortlisted in one Individual Category and one Publication Category. The judges will decide, on the strength of your entries, which Category you should be Shortlisted for if you make it to the final stages of Shortlisting in more than one Category.
13. The panel will rank Shortlisted candidates into the following positions: a winner (1st) (the '**Winner**'), commended (2nd) and Shortlisted (3rd).
14. The winning entry will be in the opinion of the Judges that which most closely embodies the Awards values of impartiality, trustworthiness, originality and excellence in journalism which most closely highlights sustainability issues, serving the needs and interests of a wide audience.

Announcement of the Shortlist and Winner

15. The Winner will be announced at an Awards ceremony on Tuesday, 19th October, at a special event at Aviva's office: St Helen's 1, Undershaft, London EC3P 3DQ. All Shortlisted entries will be invited to the Awards ceremony.
16. The Winner of each Category will be awarded a cash prize of £500. The Award must be taken as stated and cannot be deferred. There will be no alternative.
17. Entrants must not be Aviva Investors or Aviva PLC employees, close relatives of any such employees, or anyone connected to the Awards directly or through a close relative.
18. The Judges' decision is final and no correspondence will be entered into thereafter.
19. Aviva Investors reserves the right to use the names and images of Winners and Shortlisted candidates in publicity material.
20. Aviva Investors reserves the right to cancel or postpone this Award at any stage, in its absolute discretion, and/or if circumstances arise outside of its control.
21. Aviva Investors reserves the right to withdraw the Award at any stage if the Awardee brings Aviva Investors into disrepute.
22. Publications of winners, commended or Shortlisted entries must not make reference to their receipt of such Award until 24 hours after the award, to allow Aviva Investors to issue a press release.
23. No commercial gain can be made from using or referencing Aviva Investors brand, the Award itself or any other element of this Awards process.
24. Any breach of this clause may result in disqualification or revision of the Award.

Conditions of entry to Aviva Property and COVID-19

25. All [Government Guidance](#) in force at the time of the Awards Ceremony must be followed by all attendees.
26. Temperature checks will be taken when arriving at the office.
27. You will be required to take a lateral flow test prior to attending our offices, please have a lateral test flow result which is registered via the following website [Report a COVID-19 rapid lateral flow test result - GOV.UK \(www.gov.uk\)](https://www.gov.uk/report-a-covid-19-rapid-lateral-flow-test-result) and be prepared to produce it on arrival at our premises.
28. You will be required to bring a form of photographic ID with you to the event to confirm your identity, this is for security reasons. Please have this ready to produce on arrival.

Your Privacy

29. Participation in the Awards, whether as a Submitter or a representative of an Organisation, may involve the processing of your Personal Data and may involve the processing of personal data of any person referred to in your Submission, including names and contact and employment information. You shouldn't include any personal data of any individuals in your Submission without their express consent. Aviva Investors is a data Controller and may use your personal data for the purposes of running and administering this Award as outlined in these Terms and Conditions.

30. Our lawful basis for processing your Personal Data will be our legitimate interests in offering the Award and community initiatives.
31. We may share your personal data within the Aviva Group and with third parties including:
 - our media and creative agencies – who support us in promoting the Award
32. We maintain a retention policy to ensure we only keep personal data for as long as we reasonably need it for the purposes explained in this notice. Aviva will keep information about Submitters and Submissions for three years.
33. For more information about how Aviva processes your personal data and your individual rights, please see our [Privacy Notice](#) which is incorporated into these Terms and Conditions by reference.
34. If you have any questions about this Privacy Notice or how to exercise your rights, please contact our Data Protection Officer:
 - By email: DPOffice@avivainvestors.com.
 - By post: The Data Privacy Office (Floor 6), Aviva Investors Global Services Limited, St Helens, 1 Undershaft, London EC3P 3DQ.

Other Important Terms

35. The promoter and administrator of the Awards is Aviva Investors. Aviva Investors reserves the right to: (i) vary these terms and conditions; (ii) disqualify any nomination that breaches the rules or is fraudulent in any way or bring Aviva Investors into disrepute; and (iii) cancel the Awards, at any stage, if in its opinion it is deemed necessary or if circumstances arise outside its control.
36. Aviva Investors, their sub-contractors, subsidiaries and/or agencies cannot accept any responsibility whatsoever for any technical failure, or malfunction or any other problem which may result in any Submission being lost or not properly registered.
37. None of these Terms and Conditions shall be enforceable under the Contracts (Rights of Third Parties) Act 1999 by any third party.
38. If any provisions of these Terms and Conditions shall be unlawful, void or for any reason unenforceable then that provision shall be deemed severable and shall not affect the validity and enforceability of the remaining provisions
39. These Terms and Conditions shall be governed and construed in accordance with the laws of England and any disputes shall be subject to the jurisdiction of the English Courts.
40. Entrants will be deemed to have accepted these Terms and Conditions and are hereby bound by them when entering for this Award.