

## 1 About you

Are you a Royal Mail employee?  Yes  No

First name  Last name

Your address (Please note, we can only accept entries from the United Kingdom)

Postcode

Email address

Contact telephone number

Your age

*You must be 18 or over to make a submission. If you are under 18, please ask an adult to submit the letter or postcard on your behalf.*

## 2 Tell us about your letter or postcard

In no more than 100 words, tell us a little bit about the content of the letter or postcard:

When do you think the letter or postcard was written?

Choose the category that best matches this letter or postcard (see rule 6 on page 2):

Tell us in what language you believe the letter or postcard to be written:

## 3 Your letter or postcard

Please enclose or attach copies of your letter or postcard with this form.

**We cannot return originals, so if you post your submissions please only send us copies of the letter or postcard instead.**

## 4 Declaration

Please tick all the boxes below to indicate that you have read and agree with these statements:

- I confirm that by submitting a letter or postcard I, the person who wrote the letter or postcard and any other person to whom its contents are confidential (if they are still alive), agree to Royal Mail publishing it, as described in these Terms and Conditions.
- I confirm that by submitting my entry I consent to Royal Mail and iChild processing any personal data of mine in that entry to promote and run this campaign, in publishing the letter or postcard and in ways described in these terms and conditions and elsewhere in the promotion of this campaign, and that all living people whose personal data is contained in the letter or postcard consent to that personal data being used in the same way.
- I confirm that publication of any letter or postcard I submit will not infringe the intellectual property rights or other rights of any third party or contain anything that is obscene, offensive, blasphemous, scandalous to living parties, defamatory, or otherwise inappropriate or which may cause distress or discomfort to anybody.
- I have read and agree to the full Terms and Conditions on page 2.

## Royal Mail 500 Years Letters of our Lives – Rules and full Terms and Conditions

### Rules

1. This campaign is open to anyone from the UK, Channel Islands, Isle of Man.
2. Letters or postcards will be accepted.
3. There is no limit to the number of letters or postcards you may submit.
4. You may only submit letters or postcards written before the launch of this campaign and not written for the purpose of this campaign.
5. Your submissions must be handwritten and original. You must not submit letters or postcards that copy or plagiarise other people's content.
6. Any letters or postcards you submit must be on the following themes: Family / The role of women / Love & Friendships / Travel / Personal achievements / Life changing moments / People of note / Moments in history / War & Conflict / Popular Culture / Emigration & Immigration.
7. Letters and postcards you submit may include pictures and other images but will only be assessed on their word content.
8. You may submit entries to the Freepost address below, or scan and submit images of the letters or postcards via our website at <https://letters.royalmailgroup.com>. We cannot return originals, so if you post your submissions please only send us copies of the letters or postcards instead. Please ensure you include the following information when submitting your entry: Your name, address, email address, telephone number and age, plus the theme of the letter or postcard you are submitting, a brief description of its content and the date on which it was written.
9. Entries should be submitted via the website by 20th July 2016 or by Freepost to:  
**Freepost RTSA-BEGA-AAZB, Letters of our Lives, Riverside House – Riverside Estate, Sir Thomas Longley Road, Medway City Estate, Rochester, ME2 4FN**  
Entries received after this time will not be accepted.
3. You are responsible for ensuring that publication of any letter or postcard you submit will not infringe the intellectual property rights or other rights of any person, nor contain anything that is obscene, offensive, blasphemous, scandalous to living persons, defamatory, or otherwise inappropriate or which may cause distress or discomfort to anybody.
4. Entries may be used to publicise the campaign across various media platforms (including Royal Mail websites and Royal Mail media displays) and this publicity may include your name and geographical location.
5. Royal Mail and iChild will collect and process the personal data you provide when you submit your entry, and the personal data contained in the letter or postcard you submit, to promote and run this campaign, in publishing the letter or postcard and in ways described in these Terms and Conditions and elsewhere in the promotion of this campaign. This personal information may be shared with third parties who provide services to the Promoters solely for use in connection with these purposes. By submitting your entry, you confirm that you, and all living people whose personal data is contained in the letter or postcard you submit, consent to this.
6. There will be three stages of judging letter and postcards submitted: a) 1st Stage: All letters and postcards submitted will be judged by a panel of experts, and a long list of 600 entries will be chosen. b) 2nd Stage: These 600 letters or postcards will be assessed in more detail by a panel of judges, and a short list of 120 will be selected, with 10 chosen for each of the 12 themes. c) 3rd Stage: The final letters or postcards to be displayed will be chosen by senior executives at Royal Mail and one or more independent persons.
7. There is no charge for submitting any entry and there is no prize, including no cash prize, available.
8. If any letter or postcard you submit is selected for publication Royal Mail will notify you by 30th September 2016.
9. The Promoters accept no responsibility for entries that are not received for any reason.
10. The Promoters reserve the right to void, cancel, suspend or amend the campaign or these Terms and Conditions at will.
11. Royal Mail's decision on any aspect of the campaign is final and binding and no correspondence will be entered into.
12. If any letter or postcard you submit is chosen for publication we may ask you to take part in publicity associated with this campaign.
13. By submitting any letter or postcard you are agreeing to the above requirements and that your entry meets the requirements set out under 'Rules'.

### Terms and Conditions

1. In these Terms and Conditions, the "Promoters" means Royal Mail Group Ltd, 100 Victoria Embankment, London, EC4Y OHQ and Family & Education Marketing Limited (trading as iChild), 10-14 Accommodation Road, Golders Green, NW11 8ED.
2. By submitting a letter or postcard you agree, on your own behalf and on behalf of the person who wrote it and any other person to whom its contents are confidential (if they are still alive), to our publishing it, as Royal Mail chooses and otherwise described in these Terms and Conditions.