

Privacy Notice

This document describes how and why we collect, store, protect, process and share the data you give to us. We collect personal data in order to process nominations and for judges to select winners of the annual Community Champion Awards.

Date of Issue: 17th September 2021

Update History:

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|---------------------------------|--|
| 13 July 2018 | First issue of a new Privacy Notice |
| 6 September 2019 | Minor update to include clarification on details provided on nomination form |
| 2 nd October 2020 | Updated to include new categories for 2020 |
| 17 th September 2021 | Updated to reflect the removal of Covid-19 categories for 2021 |

Directorate: Resources
Service: Strategy and Governance
Team: Democratic Services

About the Organisation

West Berkshire Council is the Data Controller. This means it is ultimately responsible for the data it holds about you.

Contact Address:

West Berkshire Council
Market Street
Newbury
Berkshire
RG14 5LD

ICO Registration Number: **Z6825178**
<https://ico.org.uk/ESDWebPages/Entry/Z6825178>

The Data Protection Officer

Contact details for the Data Protection Officer at the Council can be found at:
<http://info.westberks.gov.uk/dpofficer>

What data will we collect about you?

We use an online form on the Council's website to collect certain data to allow us to administer and judge nominations for the Community Champion Award. We also make paper forms available which collect the same information.

The information that is requested for all categories is detailed below.

We collect the following about the nominator:

- Title
- Name
- Address
- Telephone number
- Email address
- Relationship to nominee
- Where you heard about the awards

We collect the following about the nominee:

- Title
- Name
- Address
- Telephone number
- Email address
- Age (if under 18)
- Contribution to the community, length of service, frequency of activity and impact on the community
- Any additional information the nominator chooses to provide
- For group nominations
 - Group name
 - Number of members in the group
 - Purpose of the group

What will we use your data for?

We only use this data for the purposes of judging and processing nominations for the Community Champion Awards.

Names and addresses are used for verification purposes (to ensure that nominators and nominees are resident in West Berkshire where relevant), and contact details are collected in case of a query. We will also advise nominators in the event that their nomination is successful and ask them to liaise with the nominee to confirm the nominee gives permission for their details (not including contact details) to be published. The published details are:

- Nominees name
 - Nominees age for Junior Citizen nominations
 - Nominees town/village of residence
 - Details of their community role
 - Nominators name
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The age of a nominee (if under 18) is used to ensure the nominee meets the criteria.

Data we collect is not shared, transferred, sold or used for any other reason.

Who will see your data?

Authorised officers in the Member Services team who are acting as an administrator for the award are the only individuals who are privy to all of the data.

The judging panel will see the names of nominator and nominee, age (if under 18) and details of community role – they use this in order to judge the award.

Winning nominations are published on the Council's website and details of the names of the winners may also be published by regional newspapers and via social media.

Why do we do this?

We only process this data with your consent. If we find that the nominee does not consent to the Council processing the data that has been given to us by the nominator, we will withdraw them from eligibility for the award and securely destroy the data relating to both parties.

Neither the nominator or the nominee have to consent to us collecting and using their data; it's their decision. We will only contact the nominee in rare circumstances where the nomination is successful and we can't get in touch with the nominator.

Should either party decide they do not want us to share their identity with third parties, this may affect the nominee's chances of success; the Council uses the identity of the winners to publicise the good work that Community Champions do. Being denied permission to share the names of winners would clearly affect the Council's ability to fulfill this aim. If a nominator does not consent to submit their name, we can't be sure that the nomination is legitimate which may, again, affect chances of success.

You have a number of rights about the data the council holds about you – see "Your Rights" below for more details.

How long will your data will be kept?

Your data will not be kept any longer than necessary. All nominations will be deleted within 12 months of receipt. The names of the Community Champion winners will be kept and recorded in the Community Champion roll of honour book. The names and details of Community role may also be available on the Council's website.

How is your data stored and processed?

Your data will be held on the Council's network but access will be restricted to authorised officers in the Member Services Team. Data will be protected using up-to-date technical and organisational security measures.

Transfer overseas

Your data will not be stored or sent outside of the UK.

YOUR RIGHTS

Under certain circumstances, by law you have the right to:

- **Request access** to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- **Request the transfer** of your personal information to another party.
- **Withdraw consent** to the processing of your personal data at any time, where processing is based on your consent. To withdraw your consent, please contact our Data Protection Officer using the contact details below. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

Complaints

If you've already told us we need to do something, but we haven't responded in a way you're satisfied with, you can complain to the Information Commissioner's Office (the ICO). It's easiest to do this online via the ICO website (<https://ico.org.uk/make-a-complaint/your-personal-information-concerns/>), but you can also do so in writing to:

The Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow

Cheshire
SK9 5AF
0303 123 1113

Email: casework@ico.org.uk

Any complaint to the Information Commissioner is without prejudice to your right to seek redress through the courts.

CHANGES TO THIS PRIVACY NOTICE

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.

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