

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: 6 September 2019

Update History:

13 July 2018	First issue of a new Privacy Notice
6 September 2019	Minor update to include clarification on details provided on nomination form

Directorate: Resources
Service: Strategic Support
Team: Member 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

The Data Protection Officer for West Berkshire Council is:

James Gore AMBCS BA

Contact details can be found here: <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.

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

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), 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 attend the awards ceremony.

The age of a nominee (if under 18) is used to ensure the nomination is considered in the correct category (community champions under the age of 18 are eligible for The Pat Eastop MBE Junior Citizen of the Year Award).

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. You can check how long the organisation will keep each type of data against West Berkshire Council's retention schedule (www.westberks.gov.uk/retention).

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

You have a number of rights when it comes to the data we hold about you. These are detailed on our request form (www.westberks.gov.uk/dprequest) that also allows you to make a request for us to take action about something.

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/concerns/handling/>), but you can also do so in writing to:

Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

END

