

Our Young Stars Awards Privacy Notice

This privacy notice describes how we collect and use your personal information and that of the person who has been nominated for an Our Young Stars Award. It is important that you read this notice so that you are aware of how and why we are using the information that has been provided to us.

What personal information will we collect and how will we use it?

Bath and North East Somerset Council will process the personal information that you have provided to us about yourself and the individual that you have nominated for an award for the purpose of arranging and holding the Bath and North East Somerset Council Our Young Stars awards 2019. The personal information that we collect includes your name and contact, school, organisation details and, in relation to the nominee, information about what they do and why you believe that they deserve an award.

Bath and North East Somerset Council is the “data controller” of this information. This means that we decide what the personal information collected is used for and how it is processed.

Our lawful basis for processing your personal information

We have a legitimate interest to process the personal information at the point at which you provide it to us to consider the nominees for Our Young Stars Awards and create an initial shortlist of candidates. We have considered the impact on the rights and freedoms of nominees and will not use personal information where the impact on their rights and freedoms overrides our interests.

We will review the applications and create an initial shortlist. We will contact the nominee and/or their parent/ guardian using the contact details that you provide to us after which, if they consent to the nominee being considered for Our Young Stars Awards, their application will proceed. If consent is not provided at this stage then the application will not proceed and any personal information will be securely deleted at the end of the awards process.

You, the nominee and/or their parent/guardian have the right to withdraw consent at any time by contacting us on 01225 477038 /01225 395025 or email Leader&_CabinetOffice@bathnes.gov.uk

How long will we retain your information?

Bath and North East Somerset Council will retain your information until the end of the awards ceremony process after which it will be securely deleted. We will retain the winners' name and their contact details until the following year's awards.

Sharing your information

We will review the applications and create a shortlist. We will seek consent from any shortlisted nominee/parent/guardian for their agreement to take part and share their information using the contact details that you provide to us. If they consent to the nominee being considered for the awards, the nomination will proceed. Where consent is gained, shortlisted applications will be shared with sponsors, media, our website, social media and universities/schools organisations.

Your rights and more information

You, the nominee and/or their parent/guardian have a number of rights in respect of your personal information including the right to withdraw consent and the right to access your personal information.

If you have any questions about how Bath and North East Somerset Council handles your personal information, or if you wish to find out more about your rights, please visit our full Privacy Policy (see links below). This includes the details of our Data Protection Officer.

If you raise a complaint with us about the way we have handled your personal information, you are entitled to lodge a complaint with a supervisory authority. In the UK, the supervisory authority is the Information Commissioner's Office (ICO), which can be contacted at: <https://ico.org.uk/concerns/>.

Additional information can be found in the Council's Privacy Notice here.

<http://www.bathnes.gov.uk/services/your-council-and-democracy/data-protection-and-freedom-information/council-privacy-notice>

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