

**Community Awards**

The information below will help you to understand what we will do with the personal information that you provide when nominating someone for a community award.

Please take a moment to read this and if you have any questions, raise them with the teams at Bath & North East Somerset Council listed below.

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**Purpose of Processing**

We only use the informationprovided in the nomination form for the Community Awards and in associated publicity.

**Data Subjects**

The data subjects will be those who make the nominations and those who are nominated.

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**Personal Data**

We will only collect the data contained in the nomination form which will include:

* Name.
* Address.
* Email address.
* Telephone Number.
* Details included in reasons for the nomination.
* Role within the community.

**How Your Personal Data Will Be Used**

We consider the information presented in the nomination to shortlist individuals and groups within their respective fields, volunteers, charities, carers, businesses, and service to the community. Winners and nominators are invited to an Awards Event. All nominees will receive a certificate. In promoting the award ceremony, we may put information on the Bathnes public website and film the event.

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**Profiling and Automated Decision Making**

We will not use any form of automated decision making or profiling in judging these awards.

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**Legal Basis for Using You Data**

We will rely on your consent (article 6(1)(a) GDPR) to process this information. If at any time you wish to withdraw that consent and no longer be considered for an award, please contact the Community Engagement Team by email to: connecting\_communities@bathnes.gov.uk.

**Sharing Data**

The awards will be judged by a panel including including representatives of Bath & North East Somerset Council, the Student Community Partnership (University of Bath, Bath Spa University & Bath College), Curo, the BANES Third Sector Group (3SG), HCRG Care Group and BANES, Swindon, and Wiltshire Integrated Care Board. All nomination details will be anonymised.

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**How Long Will We keep Your Data For?**

We will retain the nominations for no longer than 6 months after the event and winners for 2 years.

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**Questions or Concerns?**

Please contact data\_protection@bathnes.gov.uk or the Community Engagement team with any questions or concerns regarding your personal data.



**Appeals to the Information Commissioner’s Office**

If you are unhappy about the way we have treated your personal data or feel we have not properly respected your data subject rights, you have the right to contact the Information Commissioner’s Office (ICO) and tell them about this. Advice is available here <https://ico.org.uk/concerns/>.

The ICO may also be contacted on 0303 1231113.