

Harrogate & District Volunteering Oscars

PRIVACY STATEMENT

The Harrogate & District Volunteering Oscars exist to celebrate the fantastic work being carried out by volunteers of all ages across a diverse range of activities in the Harrogate District.

Whilst we celebrate the work of all volunteers, we recognise those who have gone the extra mile through the Awards and we hope our work inspires others to volunteer.

This document sets out what information Harrogate & District Volunteering Oscars records about people who nominate volunteers for an Award or volunteers nominated for an Award and what we do with it. Please read it carefully and let us know if you have any questions.

Your privacy is important to us:

We don't ask for your personal information unless we need it and don't keep it for longer than necessary.

We don't share your personal information with anyone except to comply with the law or where it is necessary for us to run the Harrogate District Volunteering Oscars.

Why do we need information about you?

Nominators

We need to know the name, address, telephone number and email details of people who nominate a volunteer(s) for an Award. We do not need your consent to record this information because we cannot communicate with you without being able to refer back to it. The basis for this is known as "Legitimate Interest". We might need to contact you to ask for further information about your nomination and to invite you personally to the Harrogate & District Volunteering Oscars Awards Ceremony.

Nominees

We need to know the name, address, telephone number and email details of people who are nominated for an Award. We do not need your consent to record this information because we cannot communicate with you without being able to refer back to it. The basis for this is known as "Legitimate Interest". We need this information so we can contact shortlisted nominees to invite them personally to the Harrogate & District Volunteering Oscars Awards Ceremony.

We also record details of your volunteering activity provided by the person making the nomination as the reason they are putting your name forward for an Award. This is necessary to help the judges determine the shortlist and winners and to celebrate your achievements.

The information provided is also used to check that the voluntary work is being done in the Harrogate District by a Harrogate District resident.

Do we ever share information about you with other people or organisations?

All personal data provided to us will be treated carefully.

We don't share your personal information with anyone other than the Harrogate District Volunteering Oscars Partners. This includes the judging panel for the Annual Oscars Awards.

A copy of the nomination forms will be provided to the panel of judges to enable them to prepare the shortlist of nominations and determine the winners. The sets of nomination forms will be retained by the Awards Organiser.

We will provide the local press and media with names of shortlisted nominations prior to the Awards Ceremony, to help promote the Awards Ceremony and to raise awareness of volunteering.

We may use the information to identify suitable volunteers to be interviewed by the local press and media to help promote the Awards.

We may share information on nominations with other awards organisers, where we think a nominee would be suitable. This includes Stray FM for nominations to their 'Local Heroes' Awards and the North Yorkshire Lord Lieutenancy, who may consider nominating you for an invitation to a Royal Garden Party. For security reasons they will need the full set of contact details.

How long will we keep your information?

We will retain the information for a period of four years following our last interaction with you. We will contact nominators to ask if they would be able to nominate other volunteers over the three following years.

Your Rights

If you have been nominated for an Award or have been notified that you are a winner and do not wish your name to be included in the Awards Ceremony Presentation or you do not want the Award, you can notify the Awards Organiser and your information will be removed from our records immediately. Your information will not be shared with anyone else after you have told us this. Full details of how to do this are set out below. Any individual whose details we hold for these purposes or for any other reason has the right to be forgotten, and can contact us at any time to request that their information is permanently deleted. We will comply with this request, unless we have a legal or contractual obligation to retain them, in which case we will contact you to explain our reasons for continuing to hold your data.

If the nomination is for a young person under the age of 16 we expect the nominator to seek the young person's parent's/guardian's or carer's approval. The Awards Organiser will write to the parent/guardian or carer of any young person under the age of 16 to confirm that they have given approval for the information to be provided. We shall only retain information on young people for 12 months.

From May 2018, we will ask for your consent to record this information when you get in touch with us. However, you have the right to change your mind at any point. Please call us, write to us or email us if you would like to change your preferences at any time.

You are entitled to see the information we hold about you at any time. If you want to see it, please ask us for a Subject Access Request form by emailing volunteeringoscars1@gmail.com or writing to us at Harrogate & District Volunteering Oscars, 26 Malden Road, Harrogate HG1 4SF.

You also have the right to lodge a complaint if you believe that the information we hold

- is not secure
- has been shared inappropriately
- is inaccurate
- is being kept for longer than necessary
- has been collected in for one reason but is being used for another.

You should first raise any concern with us, but if we are unable to resolve your concerns to your satisfaction, you can contact the Information Commissioner's Office on 0303 123 1113 or online at www.ico.org.uk

Contact Details for Data Privacy Enquiries

If you have any queries or concerns about the Privacy Statement please contact John Fox, who is the Awards Organiser and the Data Protection Officer. He can be contacted as follows:

Phone: 01423 540 541
Email: volunteeringoscars1@gmail.com
Post: John Fox, 26 Malden Road, Harrogate HG1 4SF