**THE HEART OF HORSFORTH AWARD SCHEME - NOMINATION FORM**

I nominate the following person for an Award for their outstanding contribution to the local community.

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| Individual or group’s name: |       |
| If an individual is under 18 years old, their date of birth or approximate age:  |       |
| Contact address (if known): |       |
| Contact telephone number (if known): |       |
| Contact email address (if known): |       |

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| **Category: (Please tick one box next to the category that is appropriate)** |
| **Volunteering award** - For individuals or groups u**nder the age of 21** who have made a difference to their community through their volunteering.  |[ ]
| **Volunteering award** - For individuals or groups **aged 21 and over** who have made a difference to their community through volunteering. |[ ]
| **Business Award**– for a business which has supported or worked with the community |[ ]
| **Community Award**– for a voluntary organisation delivering a service to the community |[ ]
| **Environmental Award** - An individual or group who has led, delivered or supported work aimed at making Horsforth greener, cleaner or safer. |[ ]

**Your details**

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| **First Sponsor** |
| Full name and title: |       |
| Address  |       |
| Telephone number: |       |
| Email address: |       |
| Relationship to nominee: |       |

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| **Second sponsor** |
| Full name and title: |       |
| Address  |       |
| Telephone number: |       |
| Email address: |       |
| Relationship to nominee: |       |

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| **Why are you nominating this person or group for an award?** **Please highlight any achievements and successes and how they have made a difference to the community or the lives of others.** |
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| **Sponsor 2: Declaration** | **Please tick** |
| * I confirm that to the best of my knowledge, the information contained in this form and any supporting documentation is complete and accurate.
 | **Yes** [ ]  | **No**  [ ]  |
| * If successful, I agree to my name being disclosed to the nominee and the nominee’s parents or guardians as one of the sponsors
 | **Yes** [ ]  | **No**  [ ]  |
| Signature of Sponsor 2 |       |
| Date |       |

**Please email completed nominations forms to** **admin@horsforthtowncouncil.gov.uk** **or post or hand into the office at Horsforth Town Council, The Stables, Church Road, Horsforth, Leeds LS18 5LG.**

The Town Council will review the nominee(s) and decide whether to make an award.

The Town Council’s decision is final, and no correspondence will be entered into.

Permission will be requested in advance if the Town Council wishes to use the photographs submitted with the application in their newsletter, social media and website.

*Attached: Award Privacy Notice*

**The Heart of Horsforth Award Scheme – Privacy Notice**

**Purpose and lawful basis for processing**

Our purpose for processing to run the awards scheme is to recognise nominees’ achievements that may otherwise go unacknowledged. We will assess the applications to decide whether to make awards.

The lawful basis we rely on to process your personal data is article 6(1)(f) of the GDPR, which allows us to process personal data when this is necessary for our legitimate interests. Our legitimate interest in this case is the conferring by us of an award on local people in recognition of their achievements that may otherwise go unacknowledged. We collect the personal information necessary to process applications and to determine eligibility and suitability for an award.

More information on how we assessed the legitimate interests is available by contacting the Clerk at the address shown below.

**What we need**

The information we ask for is the information we need to assess the applications we receive, decide who should receive an award, contact successful nominees and to publicise their achievements.

If you are nominating an individual or group for consideration, you will submit your name and contact details along with information about the nominee in an application form.

The personal data we will collect is:

* Your name
* Your nominee’s name
* Your nominee’s age (if under 18)
* Your address, email and contact number
* Your nominee’s address, email and contact number
* Photographs and images provided with your nomination
* If your nominee is successful and you and/or your nominee come to an award presentation, we may take photographs and video recordings of you and them

If your nominee is under the age of 18, we will also collect:

* Your nominee’s parent/guardian name
* Your nominee’s parent/guardian address, email and contact number

It is possible that we will also collect and process your nominee’s sensitive personal data if this is part of the nomination story. For example, information relating to ethnicity, disability or health conditions.

Nominations should always be made in confidence. There is no requirement for the nominator to obtain the consent of the nominee.

**Why we need it**

We need personal data of the nominator so that we can contact them with any queries we might have. We need the personal data of the nominees to assess the applications, decide who should receive an award, contact successful nominees and to publicise their achievements.

**What we do with it**

We collect and use your personal information for the awards scheme to promote positive stories and to celebrate the efforts and achievements of people and groups across the town.

The applications will be assessed by members of the Council. We will contact successful nominees to tell them that they have won an award and to ask if they accept the award. We will also contact the person who nominated successful candidates to inform them that their nominee has been successful.

We will publish the information about the successful nominees who have accepted awards on our own website, social media and in our printed materials, including their name, organisation and why they were nominated.

You may request that your nomination is withdrawn at any time prior to judging. If you request that the nomination or your details are withdrawn prior to judging, your nomination will not be processed any further and any personal information that had been collected will be held in line with data protection legislation.

Successful nominees who accept the award will be invited to a presentation where the award winners will be announced.

Photographs and video recordings may be taken at presentations for the awards which are held in public. These images will be used to share news about the awards online on our website and social media and published in Council printed materials and will enter the public domain.

**How long we keep it**

We will retain applications for 12 months.

We will keep indefinitely a record of successful nominees who accept awards. This will include the nominee’s name, the year that they received an award and brief reasons why they received an award.

Information about the successful nominees and photographs and recordings taken at an awards presentation will be placed online on the Council’s website and social media and published in Council printed materials and will enter the public domain.

**What are your rights?**

You have the right to object to our processing of your personal data. Please contact the Clerk to the Council:

Becky Crabtree

Horsforth Town Council,
The Stables,
2 Church Road,
Horsforth,
Leeds
LS18 5LG

Email: admin@horforthtowncouncil.gov.uk