

# Horsforth Town Council

## Good Citizen and Young Achiever Awards



### GUIDANCE NOTES

#### What are the awards?

The Horsforth Town Council Good Citizen and Young Achiever awards aim to acknowledge and celebrate the achievements of people, young people and groups in the community that might otherwise go unrecognised.

We are looking for people who have made a difference to others in the community in Horsforth, which could be through fundraising, volunteering, acts of bravery, an outstanding achievement, acts of selflessness, helping others, overcoming adversity or by helping to put the community on the map in a positive way.

#### Number and types of awards

There are four categories of awards:

- Good Citizen (individual adult)
- Good Citizen Group (group)
- Young Achiever (individual aged under 18)
- Young Achiever Group (groups whose members are aged under 18)

#### Award criteria and procedure

- Horsforth Town Council employees and members may not be nominated
- Awards are open to all residents of Horsforth
- Past winners can only be nominated for new achievements
- Nominees do not automatically receive an award
- Awards in all categories may not be given every year
- Award recipients are decided by the Council's Community and Environment Committee
- The decision reached by the Community and Environment Committee is final
- All nominations are treated in the strictest confidence

Successful nominees will be contacted in March to ask if they would like to accept the award and will be invited to a presentation when their award will be given to them. This is usually at the Annual Town Meeting in April or May.

The people who nominated successful nominees will also be contacted.

#### How to nominate somebody

Please complete and send in the nomination form

2 sponsors are needed to make a nomination

You do not need the permission of the person you are nominating. In fact, we would encourage you not to tell them to avoid raising any expectations.

We will acknowledge receipt of nominations but will not enter into any correspondence on the merits of any nomination.

#### Enquiries

Further enquiries relating to the award scheme may be addressed to:

Horsforth Town Council, Mechanics Institute, Horsforth, Leeds LS18 5BL

[admin@horsforthtowncouncil.gov.uk](mailto:admin@horsforthtowncouncil.gov.uk) Telephone: 0113 258 0988 Mobile: 07526 567591

**Horsforth Town Council  
Good Citizen and Young Achiever Award - Nomination Form**

|                     |
|---------------------|
| <b>CONFIDENTIAL</b> |
|---------------------|

Category – please tick ONE box

|  |                          |   |                          |
|--|--------------------------|---|--------------------------|
| Good Citizen – individual adult                    | <input type="checkbox"/> | Young Achiever – individual under 18 years old    | <input type="checkbox"/> |
| Good Citizen Group – members 18 years old and over | <input type="checkbox"/> | Young Achiever Group – members under 18 years old | <input type="checkbox"/> |

**PLEASE CLEARLY PRINT OR TYPE THE FOLLOWING INFORMATION:**

**DETAILS OF THE PERSON OR GROUP YOU ARE NOMINATING**

|   |  |
|---|--|
| Individual or group's name  |  |
| If an individual under 18 years old, their date of birth or approximate age |  |
| If a group, name of a contact at the group                                  |  |
| Address   |  |
| Telephone   |  |

**YOUR DETAILS**

**First sponsor**

|                         |  |
|-------------------------|--|
| Name                    |  |
| Address                 |  |
| Telephone no.           |  |
| Email address           |  |
| Relationship to nominee |  |

**Second sponsor**

|                         |  |
|-------------------------|--|
| Name                    |  |
| Address                 |  |
| Telephone no.           |  |
| Email address           |  |
| Relationship to nominee |  |

**Horsforth Town Council**

**Good Citizen and Young Achiever Award - Nomination Form**

**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.**

**Horsforth Town Council**  
**Good Citizen and Young Achiever Award - Nomination Form**

| <b>Sponsor 1: Declaration</b>   |  | <b>Please tick</b>                  |                                    |
|---|--|-------------------------------------|------------------------------------|
| <ul style="list-style-type: none"> <li>I confirm that to the best of my knowledge, the information contained in this form and any supporting documentation is complete and accurate.</li> </ul> |  | <b>Yes</b> <input type="checkbox"/> | <b>No</b> <input type="checkbox"/> |
| <ul style="list-style-type: none"> <li>If successful, I agree to my name being disclosed to the nominee and the nominee's parents or guardians as one of the sponsors</li> </ul>                |  | <b>Yes</b> <input type="checkbox"/> | <b>No</b> <input type="checkbox"/> |
| Signature of Sponsor 1  |  |                                     |                                    |
| Date  |  |                                     |                                    |

| <b>Sponsor 2: Declaration</b>   |  | <b>Please tick</b>                  |                                    |
|---|--|-------------------------------------|------------------------------------|
| <ul style="list-style-type: none"> <li>I confirm that to the best of my knowledge, the information contained in this form and any supporting documentation is complete and accurate.</li> </ul> |  | <b>Yes</b> <input type="checkbox"/> | <b>No</b> <input type="checkbox"/> |
| <ul style="list-style-type: none"> <li>If successful, I agree to my name being disclosed to the nominee and the nominee's parents or guardians as one of the sponsors</li> </ul>                |  | <b>Yes</b> <input type="checkbox"/> | <b>No</b> <input type="checkbox"/> |
| Signature of Sponsor 2  |  |                                     |                                    |
| Date  |  |                                     |                                    |

**Closing date for nominations: 13<sup>th</sup> October 2023**

Please email completed nominations forms to [admin@horsforthtowncouncil.gov.uk](mailto:admin@horsforthtowncouncil.gov.uk) or post or hand into the office at Mechanics Institute, Town Street, Horsforth, Leeds LS18 5BL

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Attached: Horsforth Town Council Good Citizen and Young Achievers Award Privacy Notice

## **Horsforth Town Council**

### **Good Citizen and Young Achiever Awards – Privacy Notice**

#### **Purpose and lawful basis for processing**

Our purpose for processing is to run Good Citizen and Young Achiever award schemes 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 schemes 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  
Mechanics Institute  
Town Street  
Horsforth  
Leeds  
LS18 5BL  
Email: [admin@horforthtowncouncil.gov.uk](mailto:admin@horforthtowncouncil.gov.uk)