

Privacy notice: Children in care, EPIC and STAR award nomination form

Privacy notice for:

www.bristol.gov.uk/social-care-health/epic-application-form
www.bristol.gov.uk/social-care-health/stars-application-form

What we do with your personal data

Your privacy is important to us and we take great care to protect it.

This form is set up to gather nominations for Bristol's Children in Care (EPIC) and Care Leaver (STARS) achievement awards.

The information you provide will be used by Bristol City Council:

- For the judging panel to make an informed decision in choosing a shortlist for each award category (*).
- For the judging panel to choose an overall winner for each award category.
- To source contact details in Bristol City Council systems for each shortlisted young person and their carer in order to send an invitation to the awards event.
- To provide event materials, for example the awards programme, certificates and trophies.
- To contact you, the nominator, if the person you nominated has been shortlisted.
- To contact event attendees after the event has occurred to provide them with a photograph of themselves at the event. (**)

* Note 1: The judging panel will comprise a number of people from inside and outside the council. This could include children in care council representatives and award sponsors. Any personal details will be removed from the judging packs, except for the information required to make a decision on shortlisting and category winners.

** Note 2: Photographs will not be shared with anyone else, except in the event of a separate media release form being completed.

All shortlisted nominees will be informed by the end of August.

Data submitted on these forms will be stored securely for no more than one year for the purposes of organising the awards event. Information will not be shared beyond the points outlined above without further permission being sought.

When the email reaches Bristol Council it is subject to Bristol Council's privacy policy found here: https://www.bristol.gov.uk/en_GB/about-our-website/privacy

Any data you submit will be used solely by Bristol City Council for getting in contact with you or where applicable providing the services that you've requested.

When we may share your data

We may share your information without asking you if:

- the law says we must

- there is a risk of serious harm or threat to life.

How to see the information we hold about you

Under the 2018 GDPR Act, you can ask us for the following information:

- confirmation that your personal data is being processed by the council
- a description and copy of the personal data
- the reasons why the data is being processed
- details of who we have, or might, give it to.

If you wish to see information held by the council about you, please make a data protection request.

Data Protection Notification

You may view the council's Data Protection Notification by searching for our registration number – Z5873747 – on the Information Commissioner's website.

Contact the data protection officer

Email: data.protection@bristol.gov.uk

Post:

Senior Data Protection Officer

Bristol City Council

ICT Commissioning and Information Governance

P O Box 3176

BRISTOL

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