Surrey Sports Awards – Privacy Notice

Active Surrey is the County Sports Partnership for Surrey, hosted by Surrey County Council. This privacy notice explains how we handle any personal information we collect when you choose to nominate someone for a local sports award, which are run by your local borough or district. This same information will be eligible for use in the county-level awards run by Active Surrey.

It may also be passed to BBC Surrey for use in their community awards unless you object.

For the purposes of this notice ‘Sports Awards’ refers to both local (borough / district) and county level sports awards.

Your responsibilities

When making a nomination, it is important that you, the nominator, have the permission of any individual you are nominating (the nominee), to share their data including email and - if available - telephone contact details. You will be asked to agree to a statement to this effect and we will be unable to accept the nomination without it.

Information we collect

We will collect information about you and your nominee when you make an entry for the Surrey Sports Awards (SSA). This information is captured and held on secure servers through our web hosting company, 3Wise Digital, from where it is downloaded to other secure servers run and protected by Active Surrey’s hosting organisation, Surrey County Council.

General website usage information is collected using cookies. For more information regarding cookies, please see our cookie policy - http://www.activesurrey.com/cookie-policy

Our legal basis for processing your data

For the Sports Awards, we process your personal data where:

- You have given consent to the processing of your personal data for the purpose of nominating someone for an award.

By proceeding with a nomination you confirm that you have received permission from the nominee to pass their details to us.
How we use the information we hold

We share the information you provide with your local borough or district’s sports development officer and sports council (if one is involved in the awards for your area). They are responsible for administering and judging nominations for any **local** Sports Awards that take place in your area. For details of how they handle your data, please refer to the link on your local area’s awards page, which can be found via our website [http://awards.activesurrey.com/](http://awards.activesurrey.com/).

Active Surrey will use the information to assess your nominee for a Surrey Sports Award at the **county** level, should your nomination proceed to the next stage. It will be accessed by Active Surrey staff who administer the process and shared with the judges, who have been selected as long-standing representatives of sport in Surrey. Name and / or position details of those on the county judging panel can be obtained by emailing us after the event with your request at [active.surrey@surreycc.gov.uk](mailto:active.surrey@surreycc.gov.uk). The judges are not given a copy of your or your nominee’s personal contact details, although they will see all the other information you provide, including names and club details.

We will use your email address to contact you in relation to nominating again for future awards. We will not sign you up for any other communication from Active Surrey unless you specifically request it.

We may also use the information you provide to contact you or your winning nominee in order to arrange the presentation of their Award. Awards will be presented locally at short ceremonies organised and led by Active Surrey, allowing team-mates, other club members and friends etc to attend.

We may share the information provided (in whole or in part), with BBC Surrey for the purposes of community awards which they run. Should you prefer NOT to have your nomination shared with them, please contact us at [active.surrey@surreycc.gov.uk](mailto:active.surrey@surreycc.gov.uk) with the subject line ‘Data sharing for BBC Surrey awards’ and we will ensure that no data on you or your nominee is sent.

Should your nominee win a county level award, images and information on them (excluding contact information) may be used in press releases and featured on Active Surrey’s website, social media and newsletters.

How long we hold the information you provide

The name and club details of individual winners will be kept and promoted in recognition of their achievement in this year’s local and county awards.

Your contact details will be kept for no more than 30 months and may be used to email you to alert you to the nomination window opening in future years.

Contact details of those put forward for awards (your nominee) will be kept for no longer than two years following the county awards. They too may be approached for the purposes of nominating others for future awards.
Access to your information and correction

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please email active.surrey@surreycc.gov.uk, with the subject title ‘Data Access Request’ and referencing these awards.

We want to make sure that your details are accurate and up to date, so you may ask us to correct or remove information that you think is inaccurate.

If you are dissatisfied with our response or have a more detailed query please contact Surrey County Council’s Data Protection Officer via corporateig@surreycc.gov.uk

Other websites

Our website contains links to other websites. This privacy policy only applies to this website (http://awards.activesurrey.com/) and Active Surrey’s use of your data. When you visit other sites you should read their own privacy notices. As detailed earlier you may wish to view the privacy notice relating to your borough / district’s use of your data for local awards, links to which can be found on this site.

How to contact us

Please contact us at active.surrey@surreycc.gov.uk if you have initial questions about this policy, ensuring you flag you are enquiring about the Surrey Sports Awards.