Elmbridge Sports Awards Privacy Notice

Who we are and what we do

The Leisure and Cultural Services Team of Elmbridge Borough Council, manage the Sports Awards nomination process which recognises and celebrates local sporting achievements. We receive and process your nominations which are referred to the Elmbridge Sports Council for a decision. Please make sure you have the nominee’s consent to put their name forward for an award before submitting any nomination.

What we need

We will collect contact details of the nominator and nominee when making the entry. We will also require evidence of the nominee’s achievements over the past year. The information that is provided will be held by the Council and will be accessed by authorised Council employees who administer the scheme and the Council judges who make decisions on the applications. The judges on the Sports Council committee, which is made up of 4 Elmbridge Borough Councilors and 2 representatives from local sports clubs, will not be given a copy of any personal contact details. Although, they will see all the other information you provide, including names and club details.

Why we need it

The information is required in order to process your nomination and will be kept on our system for further correspondence regarding whether the entry has made it to the shortlisting or not, and to send the invitation to the awards ceremony if successful. We will be sending cheques via post to successful applicants, using the address provided in the application. This information enables us to contact you and forms part of our administrative function.

When making a nomination, it is important that the nominator has permission of any nominee to share their data including email address. The consequence of not providing the required information means the application can not be processed.

Contact details of those put forward for awards (your nominee) will be kept for no longer than two years. [They too may be approached for the purposes of nominating others for future awards].

What we do with it

The information that you have provided will be held by the Council and will only be accessed by authorised members of the Sports Council committee. We will only use the information that you have provided for the purpose stated in the ‘Why we need it’ section, and will not use it for any other Council purpose, unless we have your consent, or this is provided by law. Should your nomination process to the next stage and be put forward to the Surrey Sports Awards, we will pass on your details to the staff members at Active Surrey.
We may separately ask you for your permission to provide you with information about other Council services such as Grant Aid and FACS. But you do not have to give your permission to receive these details, and it is not a condition of your application. If you do give your permission, we will let you know how we will manage this going forward.

How long we keep it

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. The Nominator’s and Nominee’s details will be kept for no more than 15 months and may be used to email you to alert you to the nomination window opening in future years.

What we would also like to do with it

We will share your application forms with the judges so that they can score them accordingly against the criteria. Paper copies may be shared to those without computer access. These records will be securely destroyed by the end of the scoring process. If you give your consent, we will contact you with other relevant Council services such as Sports Awards, FACS and other funding opportunities.

What are your rights?

You have the right to request access to personal data which we may hold about you. This is known as a Subject Access Request. If you wish to exercise this right you should put your request in writing to the appropriate Head of Legal, Elmbridge Borough Council, Esher Civic Centre, Esher, Surrey, KT109SD. Find out more about Subject Access Requests on the ICO website. https://ico.org.uk/for-the-public/personal-information/