

Cirencester Community Awards Privacy Statement

Cirencester Community Awards 2025 are brought to you by Cirencester Radio and CCDT (Cirencester Community Development Trust).

It is important that you read this privacy statement so that you are aware of how we will use your personal data.

Why are we doing this and how can you participate?

The Cirencester Community Awards celebrate all the charities, organisations, community groups and individuals who do so much to support our fantastic town.

Anyone who is involved in the not-for-profit sector is invited to support the initiative which pays tribute to those who care about Cirencester and the people who live here.

If you are a member of a group, club or organisation, you are encouraged to apply for a Community Award by completing a simple form. There are three categories to choose from which demonstrate your approach to running a special community project, teamwork or sustainability. There are also two special awards for individuals who, for example, might be a 'good neighbour', a volunteer 'going the extra mile' or someone raising funds for charity.

Applications can be made via Cirencester Radio's website (www.Cirencesterradio.co.uk) which has links to the application forms for each category. After completing forms for your chosen category, press the SUBMIT button. This will automatically enter you or your organisation or club for your selected award. Your details and those of your nominee will be stored and you will receive an electronic copy of your submitted form for your records.

If you prefer to submit a printed entry form, these can be obtained from the Cirencester Town Council Information Office. PLEASE RETURN THE COMPLETED FORMS TO THE SAME OFFICE AT THE TOWN COUNCIL. You are responsible for keeping a copy of your entry.

We ask that you seek permission from your nominee for the nomination itself, letting them know what personal data you're going to share with us.

You must be 18 years or older to nominate someone for the awards.

What personal data will be collected?

Cirencester Radio will collect and process the following data about you in order to support the Cirencester Community Awards 2025:

Your name, telephone number, email address and relationship to the nominee, together with your nominee's name, telephone number and email address.

Who is the Data Controller?

Cirencester Radio is the data controller of your personal data which will be collected and processed solely for the purposes of your involvement in Cirencester Community Awards 2025. Your personal data will only be shared with a third party if you give your permission or required by law.

Retaining your personal data

Entrants' personal data will be held for twelve months after the date of submission. Your personal data will be stored in the UK and the European Economic Area (EEA).

Your rights and more information

You have rights under data protection law:

- You can request a copy of the personal data Cirencester Radio stores about you.
- You have the right to request that we rectify any inaccurate or incomplete personal data that we hold about you.
- You have the right to ask for the personal data we collect about you to be deleted, however there are limitations and exceptions to this right which may entitle Cirencester Radio to refuse your request.
- In certain circumstances you have the right to restrict the processing of your personal data, or to object to the processing of your personal data.
- You have the right to ask that we transfer the personal data to you or to another organisation, in certain circumstances.

If you have questions or you wish to find out more details about your rights, please e-mail

Info@CirencesterRadio.co.uk

Updating this privacy statement

The privacy statement will be reviewed annually in line with standard Cirencester Radio practices.

January 2025