

BBC Radio Sheffield Community Champion Awards 2019 PRIVACY NOTICE

It is important that you read this notice so that you are aware of how and why we are using such information. This privacy notice describes how we collect and use personal information about you during and after your relationship with us, in accordance with data protection law.

What personal information will we collect?

The BBC will process the personal information that you have provided to us about you and the individual, business or team that you have nominated for the BBC Radio Sheffield Community Champions awards 2019. The personal information that we will collect includes: your name, phone number and email address; the nominee's name, contact number, email address, and/or company's name, postal address, and the reason for the nomination. If the nominee is under 13 years of age we will collect the nominee's parent/guardian contact details.

The BBC is the "controller" of this information. This means that the BBC decides what your personal information is used for and the ways in which it is processed.

What is our lawful basis for processing the personal information you provide to us and how will we use it?

We have a legitimate interest to process the personal information at the point at which you provide it to us to: ensure we can provide a campaign of this nature, consider the nominees for the BBC Radio Sheffield Community Champion awards and produce creative output. We have carefully considered the impact on you and the nominee and we will not the personal information that you have provided where the impact overrides our interests.

For the Young Champion Category nominees under 13 years of age parental consent will be verified. If the parent/guardian gives their permission their application will proceed.

The production team will review the nominations against the criteria before passing them to the independent judges who will create an initial shortlist of candidates. We will then contact the nominees and the people making the nomination. If the nominees give their permission to be considered for the Awards, their application will proceed.

The personal information that you provide will be processed securely for the purposes of the Awards

How long we will retain your information?

If your nominee is unsuccessful the BBC will retain your personal information and that of the nominee for up to 1 month after the awards take place (3rd October 2019) after which it will be deleted from the BBC.

If your nominee is successful their personal information will be kept for two years after the awards. We will keep your information for up to 1 month.

Video and audio recordings and online content will be kept permanently as it will become part of the archives.

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Sharing your information

We will share the information you have provided with Monterosa, the third party supplier hosting the entry form on behalf of the BBC.

The BBC will not share your personal information with any other third parties without your permission except required by the law.

Your rights and more information

If you have any questions about how the BBC handles your personal information, or you wish to find out about your rights, please visit the BBC's [Privacy and Cookies Policy](#). You will also be able to find out more information about how the BBC processes your information and how you can contact the BBC's Data Protection Officer.

If you raise a complaint with the BBC about the way it has handled your personal information, you are entitled to lodge a complaint with a supervisory authority. In the UK, the supervisory authority is the Information Commissioner's Office (ICO), which can be contacted at: <https://ico.org.uk/concerns/>.