



Community Champions Awards for South Yorkshire and North Derbyshire

Your name: \_\_\_\_\_

Contact number: \_\_\_\_\_

Email address: \_\_\_\_\_

Who are you nominating? \_\_\_\_\_

Which award are you nominating them for? (tick which box is relevant)

**Neighbourhood/ Environmental Champion**

for the person or a team who have made a positive difference to their local area, community or wider environment. They might have improved the way an area looks, or have made a positive impact to helping the wider environment. This is also the category to consider nominating a good neighbour – someone who goes above and beyond to make their area a better place to live.

**Creative Champion**

for a person or team who have made a difference creatively – through arts, music, drama or writing.

**Health, fitness and wellbeing Champion**

for the person or team who have made a difference in the field of health, community or wellbeing.

**Team/ Group Champions**

for a community group or team who have made a difference by working together. They might have tackled an issue together or organised an event that has made a positive impact. The key thing with this award is recognising the power of working together to make a difference.

**Young Champion**

for someone under 18 who is going above and beyond for their community.

**Community Group**

This award recognises a person or a team from a stand out community group. This could be a new group, or an established group that makes a demonstrable difference to people's lives. The judges will be looking for a great idea for a group and evidence that it's a group needed and appreciated by the service users. It could also recognise an inspiring leader or member of that group.





(please do not provide any information relating to the nominee's health, race, sexual orientation political/ philosophical opinions, economic status, religion, cultural or social identity or any information that might be sensitive.

Parental consent

## **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 (3<sup>rd</sup> 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.**

### **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/>.

I can confirm I have read the terms and conditions (see below)

### **South Yorkshire/North Derbyshire Community Champions Awards 2019 Terms and Conditions**

1. In order to nominate someone, you must be a UK resident (including Channel Islands and the Isle



of Man) and must not be a BBC or BBC Group company employee, employee of any of its affiliates, or close relative of any such employees. You must not be an employee of South Yorkshire Community Foundation or close relative of any such employees. You must not be connected to the awards directly or through a close relative.

2. Any person who is a resident or travels on a typically daily basis (e.g. for work) in South Yorkshire or North Derbyshire and is aged 18 or over by Thursday 3rd October 2019 is eligible to be nominated, except for the Young Champion award, which is for anyone aged under 18 on

3<sup>rd</sup> October 2019. Proof of age, identity and eligibility may be requested.

3. Nominations can be made by using the online form on [bbc.co.uk/radiosheffield](http://bbc.co.uk/radiosheffield) or by downloading the form from [bbc.co.uk/radiosheffield](http://bbc.co.uk/radiosheffield).

You can also collect a form from BBC Radio Sheffield.

Completed forms can be sent: (i) by post to BBC Radio Sheffield, 54 Shoreham Street, Sheffield, S1 4RS or (ii) or by email to [radio.sheffield@bbc.co.uk](mailto:radio.sheffield@bbc.co.uk).

Please provide as much information as possible to ensure the nomination can be judged for one of the categories below. Please note that all nominations, whether online or post, must be received no later than midnight on Wednesday 31st July 2019. Any nominations received after this will not be accepted. Please be aware that sending personal data by email may not be secure as email messages can be intercepted.

4. You will be required to provide evidence of the nominee's permission in case your nominee is selected (or his/her parent or guardian where applicable).

5. The categories and criteria to qualify for nomination and on which winners will be selected are:

- Neighbourhood/Environmental Champion; for the person or a team who have made a positive difference to their local area, community or wider environment. They might have improved the way an area looks, or have made a positive impact to helping the wider environment. This is also the category to consider nominating a good neighbour – someone who goes above and beyond to make their area a better place to live.
- Creative Champion; for a person or team who have made a difference creatively - through arts, music, drama, dance or writing.
- Health, fitness & wellbeing champion; for the person or team who have made a difference in the field of health, community sport or wellbeing
- Team champion: for the team that's gone above and beyond to make a difference in their community – an award to recognise the power of working together. This could



recognise a successful community event, a campaign or a partnership between different groups – the key thing is it needed a team pulling together to make it happen.

- Young Champion; for someone under 18 who is going above and beyond for their community
- Business Champion; for the person or team in business making a difference to the local community
- Community group champions – this award recognises a person or team from a stand out community group. This could be a new group, or an established group that makes a demonstrable difference to people's lives. The judges will be looking for a great idea for a group and evidence that it's a group needed and appreciated by the service users. It could also recognise an inspiring leader or member of that group.
- Outstanding Champion; for the unsung hero or volunteer who is an inspiration. This award is for someone who goes above and beyond to make a difference, for someone who makes their community a better place and is a great role model for others

6. The BBC team may contact the nominator, the nominee (his/her parent or guardian, where applicable) This should not be interpreted as anything other than an information gathering exercise.

7. A panel formed of four people will select one winner and two runners up for each category. The panel will be formed of one person from South Yorkshire Community Foundation, one person from BBC Radio Sheffield and two independent people from South Yorkshire/North Derbyshire.

8. The winners & runners up will be invited to be present at the Awards Ceremony on 3rd October 2019 as advised by the Production Team when notifying each finalist. Each finalist will receive two tickets. Further tickets will be subject to availability only. The finalists will also be announced on BBC Radio Sheffield and by South Yorkshire Community Foundation in early September 2019.

9. The panel's decision as to the finalists is final. No correspondence relating to the awards will be entered.

10. The winner of each category will receive a trophy and certificate. There is no cash alternative and the prize cannot be sold or transferred in any circumstances. No commercial gain can be made from using or referencing the BBC brand, the award itself or any other element of this awards process.

11. Nominees must agree to take part in any post-award publicity if required.



12. The BBC reserves the right to: (i) vary these Terms, including but not limited to, opening and

close times of the awards nominations; (ii) disqualify any nomination that breaches the rules or is

fraudulent in any way or bring the BBC into disrepute; and (iii) cancel the awards, at any stage, if in

its opinion it is deemed necessary or if circumstances arise outside its control.

13. The BBC, South Yorkshire Community Foundation, their sub-contractors, subsidiaries and/or agencies cannot accept any responsibility whatsoever for any technical failure, postal strike or delivery issue, loss of data via use of a third party email platform or malfunction or any other problem which may result in any loss or data, any nomination being lost or not properly registered.

15. The promoters of the awards is the British Broadcasting Corporation and South Yorkshire Community Foundation and these terms and conditions are subject to the laws of England and Wales.

16. To the extent that it applies, these Awards comply with the BBC's Code of Conduct for Competitions and Votes: [www.bbc.co.uk/editorialguidelines/guidelines/appendix2](http://www.bbc.co.uk/editorialguidelines/guidelines/appendix2)