

# Fife Civic Recognition Awards Privacy Notice

Last updated: December 2020

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This notice explains what personal data (information) we hold about you, how we collect it, and how we use and may share information about you while we are working with you and for a period thereafter. It also explains your rights under the law relating to your personal data. We are required to notify you of this information under data protection legislation. Please ensure that you read this notice and any other similar notice we may provide to you from time to time when we collect or process personal information about you.

## Who collects and uses the information?

### Fife Voluntary Action

Fife Voluntary Action is a 'data controller' under the Data Protection Act 2018 and gathers and uses certain information about you. It does so for the purpose of administering the Fife Civic Recognition Awards- a partnership activity that it leads on behalf of Fife Partnership.

With this activity being an awards programme, data will be collected that relates to both nominators (who actively provide their own personal data) and nominees (whose data will be provided by a third party, a nominator). The personal data of nominators will not be shared, except to the relevant nominee and then only with the consent of the nominator. The details of nominees shortlisted for an award will be shared (where reasonably practicable, in an anonymised form) with a judging panel appointed by Fife Voluntary Action; proportionate details of those who win an award will be shared with Fife Partnership, and promoted publicly to traditional and social media outlets, and on the websites of Fife Voluntary Action and members of Fife Partnership.

Fife Voluntary Action is a Company Limited by Guarantee registered in Scotland under company number SC203613, and a Scottish charity under charity number SC028457, registered with and regulated by [the Office of the Scottish Charities Regulation \(OSCR\)](#).

*Registered office and main trading address:* Caledonia House, Pentland Park, Saltire Centre, Glenrothes, KY6 2AL.

### Fife Partnership Board

Fife Partnership, on whose behalf data is being collected, is the Community Planning Partnership for Fife. It provides strategic leadership, overseeing partnership activity to support the delivery of its agreed vision and outcomes as set out in the Plan for Fife.

The current partners in the Fife Partnership Board are as follows:

- Department of Work and Pensions
- Fife College
- Fife Council
- Fife Health and Social Care Partnership/Integrated Joint Board
- Fife Voluntary Action
- Fife's Business Community
- NHS Fife
- Police Scotland
- Scottish Enterprise
- Scottish Fire and Rescue Service
- Scottish Government
- Skills Development Scotland
- South East Scotland Transport Partnership (SEStran)

- University of St Andrews

The Fife Partnership Board has delegated the personal data collection and management process for the Fife Civic Recognition Awards to Fife Voluntary Action. Some personal data will be shared with these partners, but this will be restricted to what is necessary to ensure the functioning of the Awards process.

### **What is personal data/information?**

Personal data is defined under data protection laws in the UK and Europe as 'any information relating to an identifiable person who can be directly or indirectly identified' and is, in effect, any information about you that enables you to be identified. This would include obvious information such as your name and contact details but could include less obvious information such as identification numbers, electronic location data, and other online identifiers. The personal data that we collect, process and store is set out in this Notice.

### **Data protection principles**

We will comply with the data protection principles when gathering and using personal information, as set out in our Data Protection Policy.

### **About the information we collect and hold**

The table set out on the following pages summarises the information we collect and hold, how and why we do so, how we use it and with whom it may be shared.

We may also need to share some of the categories of personal information set out below with other parties, such as our professional advisers, our regulators, funders, and Fife-based organisations, including- but not limited to, the partners of the Fife Partnership Board.

Usually, information will be anonymised, but this may not always be possible. The recipient of the information will be bound by confidentiality obligations. We may also be required to share some personal information with our funders as is necessary or required to comply with the law.

We seek to ensure that our information collection and processing is always proportionate - that is, we only collect and process what we need to, and we only store it for as long as we need to. We will notify you of any changes to information we collect or to the purposes for which we collect and process it.

### **Where information may be held**

Information may be held at our offices and by third-party agencies, service providers, representatives and agents. We have security measures in place to seek to ensure that there is appropriate security for information we hold.

### **How long we keep your information**

We will keep your information for no longer than is necessary. This means until the Fife Civic Recognition Awards 2021 process has been fully completed, and for a period thereafter. In most cases, we will not retain your data beyond 31 December 2021.

Further details are set out in our Data Retention Policy.

### **Your rights**

Under the Data Protection Act 2018, you have the following rights, which we always work to uphold:

- 1) The right to be informed about the personal data we collect and use about you. This Privacy

Notice should tell you everything you need to know, but you can always contact us to find out more or to ask any questions.

- 2) The right to access the personal data we hold about you. This is called making a Subject Access Request - please see below for instructions on how to make a request.
- 3) The right to have your personal data rectified if any of your personal data we hold is inaccurate or incomplete. Please contact us using the details at the bottom to find out more.
- 4) The right to be forgotten, i.e. the right to ask us to delete or otherwise dispose of any of your personal data that we have. Please contact us using the details at the bottom to find out more.
- 5) The right to restrict (i.e. prevent) the processing of your personal data.
- 6) The right to object to us using your personal data for a particular purpose or purposes.
- 7) The right to data portability. This means that you can ask us for a copy of your personal data held by us to re-use with another organisation or business in certain cases.
- 8) Rights relating to automated decision-making and profiling. We do not use your personal data in this way. [If you do, you need to specify how you do this and explain how they can object].

For more information about how we use your personal data or to exercise any of your rights as outlined above, please contact us using the details provided below.

Further information about your rights can also be obtained from the Information Commissioner's Office or your local Citizens Advice Bureau.

If you have any cause for complaint about how we use your personal data, you have the right to lodge a complaint with the Information Commissioner's Office. You can contact them through their website at [www.ico.org.uk](http://www.ico.org.uk) or can call them on 0303 123 1113.

### **Keeping your personal information secure**

We have appropriate security measures in place to prevent personal information from being accidentally lost, used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

### **Changes to what we do**

We regularly review and, where necessary, update our privacy information, policies, procedures and privacy notices. If we plan to use your personal information for a new purpose we will update our documentation and privacy notice, and communicate the changes to you before starting to use the information in a new way. Where we have obtained your consent to process your personal data and we wish to change how we process it, we will seek your consent for the new processing.

Sometimes we have to change what we do because of a change in the law or we need to change the way we do things as an organisation and have a legitimate interest for doing so. The latest version of this Privacy Notice will always be available at [www.fva.org/legal\\_privacy\\_cookies.asp](http://www.fva.org/legal_privacy_cookies.asp).

### **How to contact us**

For information about how we collect, store and process your personal data or for any questions or concerns you might have about data protection please contact the Chief Executive by calling 0800

389 6046 or e-mail [chiefexecutive@fva.org](mailto:chiefexecutive@fva.org).

## How to complain

We hope that our Chief Executive can resolve any query or concern you raise about our use of your information. If not, contact the Information Commissioner ([www.ico.org.uk/concerns](http://www.ico.org.uk/concerns)) or telephone 0303 123 1113 for further information about your rights and how to make a formal complaint.

## Schedule relating to the information we collect and hold

This schedule considers separately data relating to:

- **Nominators** – those who nominate an organisation or an individual for an award; and
- **Nominees** – those nominated by others for an award.

### NOMINATORS

The information we collect	How we collect the information	Why we collect the information	How we use and may share the information
Your name, contact details (i.e. address, home and mobile phone numbers, employer details (where relevant), e-mail address)	From you	<ul style="list-style-type: none"> <li>• To maintain contact with you about your nomination</li> <li>• To comply with our legal obligations</li> </ul>	<ul style="list-style-type: none"> <li>• To contact you to discuss your nomination.</li> <li>* To verify your identity in order to apply your rights</li> <li>* (With your express permission) to provide details to traditional and social media outlets about the impact of the nominee's work on you (name and general locale only).</li> </ul>
Information about your personal situation, in particular the ways in which you were impacted by the 2020 COVID-19 pandemic.	From you	* To determine the work done by the nominee that makes them eligible for an award	<ul style="list-style-type: none"> <li>* This information will be viewed by a sift panel internal to Fife Voluntary Action; shortlisted nominations will be seen by a panel appointed by/from within the Fife Partnership Board.</li> <li>* In an anonymised form (except where you have given express permission) to provide details to traditional and social media outlets about the impact of the nominee's work on you.</li> </ul>
Your relationship to the person that you are nominating.	From you	* To determine whether you are eligible to nominate this person for an award.	<ul style="list-style-type: none"> <li>* This information will be viewed by a sift panel internal to Fife Voluntary Action; shortlisted nominations will be seen by a panel appointed by/from within the Fife Partnership Board.</li> <li>* In an anonymised form (except where you have given express permission) to provide details to traditional and social media outlets about the impact of the nominee's work on you.</li> </ul>

### NOMINEES

The information we collect	How we collect the information	Why we collect the information	How we use and may share the information
Your name, contact details (i.e. address, home and mobile phone numbers, e-mail address)	From the person who nominates you.	<ul style="list-style-type: none"> <li>• To maintain contact with you about/present you with any awards for which you are nominated</li> <li>• To comply with our legal obligations</li> </ul>	<ul style="list-style-type: none"> <li>• To contact you to discuss your nomination and to ensure you receive any award issued.</li> <li>* To verify your identity in order to apply your rights</li> <li>* (With your express permission) to</li> </ul>

			provide details to traditional and social media outlets about the impact of your work on the nominator (Name and Employer Details only).
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<p><b>This information may vary, as it will be provided by third parties, but is likely to include such things as:</b></p> <ul style="list-style-type: none"> <li>• <b>Your employment situation</b></li> <li>• <b>Your locale (either residential or employment)</b></li> <li>• <b>A broad categorisation of your age (where nominated for an age-based award)</b></li> </ul>	<p>From the person who nominates you.</p>	<ul style="list-style-type: none"> <li>• To determine the work done by you that makes you eligible for an award</li> <li>• To determine that the work done by you had an impact on people based in Fife</li> <li>• To determine whether you are eligible for an age-based award</li> </ul>	<p>* This information will be viewed by a sift panel internal to Fife Voluntary Action; shortlisted nominations will be seen by a panel appointed by/from within the Fife Partnership Board.</p> <p>* In an anonymised form (except where you have given express permission) to provide details to traditional and social media outlets about the impact of the of your work on the person who nominated you.</p>
<p><b>Your relationship to the person who nominated you.</b></p>	<p>From the person who nominates you.</p>	<p>* to determine whether you are eligible to receive an award.</p>	<p>* This information will be viewed by a sift panel internal to Fife Voluntary Action; shortlisted nominations will be seen by a panel appointed by/from within the Fife Partnership Board.</p> <p>* In an anonymised form (except where you have given express permission) to provide details to traditional and social media outlets about the impact of your work on the person who nominated you.</p>

As well as having a lawful basis for processing, we will not handle any sensitive personal information (special categories) without first obtaining the appropriate explicit consent from you. If you are a nominator, you will be treated as having given explicit consent by providing any such information on our nomination form and selecting the relevant acknowledgement field.

**Further information**

If you want more information, you want to discuss this or you're unsure about what any of this means please do not hesitate to contact us. You can phone us on 0800 389 6046 or e-mail us at [info@fva.org](mailto:info@fva.org).