

Community STAR Awards - Nominee Privacy Notice

As the 'data controller' for the personal information – or data – we hold about you, **South Ayrshire Council** decides how your personal information is used/processed, and what it is used for.

As you have been nominated for a "Community STAR Award" the Council has received some of your personal data from the individual who made the nomination. This statement provides more details about this and provides information on how to get in touch with us if you need to know more.

Your personal data – what is it?

Personal data is information relating to a living person who can be identified from that data. Identification can be based on the information alone, or in conjunction with any other information. The processing of personal data is governed by the General Data Protection Regulation 2016 (GDPR).

What Personal Data have we obtained?

We will only collect the personal information we need to provide you with relevant information, services and support, i.e. to progress your nomination. We have obtained the following categories of personal data about you:

- **Name**
- **Address**
- **Email Address**
- **Telephone Number**
- **Mobile Number**

How will we use your information?

This information will be used solely for the purpose of contacting you regarding your nomination and taking forward arrangements for your participation in the Community STAR Awards.

What is the legal basis for using your information?

Our Legal basis for processing and sharing your personal data is that the processing is required for the legitimate interests of the Council, as data controller, i.e. that we require this personal data to progress your nomination for a Community STAR Award.

Who will we share your information with?

We will only use your personal data for the purpose of contacting you about your nomination and any subsequent participation in events. We will not share your data with any other parties or use your data for any other purpose.

How long do we keep hold of your information?

We will retain your personal data in line with our corporate records retention schedule, with your data being held for the current year plus on further year after the STAR Awards.

What are your rights?

You can ask us to:

- correct your personal information if it is inaccurate;
- complete your personal information if it is incomplete;
- restrict the processing of your personal information in certain circumstances; and
- erase your personal information in certain circumstances.

You also have the right to object to the processing of your personal information.

What are the consequences of failing to provide personal information?

Your personal data has been provided to us by an individual who wishes you to be considered for a Community STAR Award. Unfortunately, if we are not provided with this personal data and cannot process it we will be unable to give your nomination further consideration.

What about Automated Decision- Making?

The Council does not use profiling or automated decision-making. Some processes are semi-automated (such as data matching for the prevention or detection of fraud), but an actual person will always be involved before any decision is reached affecting any individual.

Do you require this statement in a different format?

Please contact us if you require this information in an alternative format.

How can you get in touch with us?

If you wish to obtain any records held by the Council relating to you, or if you have any general data protection queries, please contact the Council's Data Protection Service at:

**Data Protection Officer
South Ayrshire Council
County Buildings
Wellington Square
Ayr
KA7 1DR**

Email: DataProtection@south-ayrshire.gov.uk

Telephone: 01292 612 223

Are you dissatisfied with the way your Personal Information has been handled?

If you are unhappy with the way we have dealt with your personal information, you can complain to the Council's Data Protection Officer using the contact details noted above.

If you remain dissatisfied after contacting us, you have the right to complain to the Information Commissioner (<https://ico.org.uk/for-the-public/>):

Information Commissioner's Office – Scotland
45 Melville Street
Edinburgh
EH3 7HL

Email: Scotland@ico.org.uk

Telephone: 0303 123 1115