

Spelthorne Youth Awards 2024

Nomination for an award for outstanding achievement



Full name of nominee _____

Address of nominee _____

_____ Post code _____

Age of nominee _____

Current school/college of nominee _____

Telephone number of parent/guardian of nominee _____

Achievement Category

☐ Sports achievements

☐ Academic achievement

☐ Community spirit

☐ Triumph over adversity

☐ Personal achievement

☐ Arts achievement

☐ Unselfishness, kindness and bravery

Proposer please set out reasons for nomination in a maximum of 200 words

Please continue on a separate piece of paper if required

Relationship to the persons nominated _____

Signature of proposer _____

Name of proposer _____

Address of proposer _____

Telephone number of proposer _____

email address of proposer _____

Closing date: 9 February 2024

Return to: Spelthorne Youth Awards, Leisure Services, Council Officers, Knowle Green, Staines-upon-Thames, TW18 1XB

Please see details of how we will look after your information on our privacy notice on the reverse of this page.

Leisure Services Privacy Notice

Please retain this for your information

Spelthorne Borough Council (SBC) is committed to protecting your privacy and security. This notice explains how and why Leisure Services use your personal data, to ensure you remain informed and in control of your information.

About us

Leisure Services will process the data you supply to provide courses, events, services and activities of public interest in Spelthorne.

What information we may collect

The information you will need to provide will depend on the activity or event. This includes information you give when joining, registering, attending one of our events, courses or accessing our services.

Personal data (name, date of birth, email, address, telephone etc.)

Special category data (Health and medical details, benefit information)

Who might we share your information with?

We will need to share your data with Leisure Services staff as well as third parties working in partnership with Leisure Services such as sports clubs, coaches etc.

We will never share your information for marketing purposes.

How long will we keep your data for?

Adult data will be stored for up to two years, or in the case of child data for up to 6 years.

If an accident or incident occurs at one of our events or activities then we will keep a record of this for 7 years (adult) and for a child until they reach 21 years of age, which may include personal data and sensitive personal data.

Further information

You have the following rights:

- to request access to and to receive a copy of any information we hold about you (including in an electronic format) - to request a copy of this information you must make a subject access request in writing
- to ask SBC for information about you to be corrected if it is no longer accurate
- to ask us to erase your personal data under certain conditions
- you may request that SBC stops processing your personal data in relation to any council service (this may delay or prevent us delivering a service to you, we will seek to comply with your request but may be required to hold or process information to comply with our legal duties).

To exercise any of these rights contact the Data Protection Officer (details below)

Data Protection Officer

The role of a Data Protection Officer is to manage the Council's compliance with Data Protection legislation by providing advice, guidance and training on the handling and sharing of personal information. Spelthorne Borough Council's Data Protection Officer may be contacted by emailing data.protection@spelthorne.gov.uk or by writing to the Data Protection Officer at Spelthorne Borough Council, Council Offices, Knowle Green, Staines-upon-Thames, TW18 1XB.

You also have the right to make a complaint to the Information Commissioner's Office (ICO). This is an independent body responsible for making sure that organisations comply with Data Protection legislation.

The ICO will always expect you to have raised your concerns with us before submitting a complaint.

For further information on how the data you provide will be used and your rights please visit www.spelthorne.gov.uk/privacy

