



## **Privacy Notice**

This privacy notice describes how we collect and use your personal information and that of the person who has been nominated for a Young Stars Award. It is important that you read this notice so that you are aware of how and why we are using the information that has been provided to us.

### **What personal information will we collect and how will we use it?**

St John's Foundation (host and organiser of Young Stars Awards) will process the personal information that you have provided to us about yourself and the individual that you have nominated for an award for the purpose of arranging and holding the Young Stars awards 2020. The personal information that we collect includes your name and contact, school, organisation details and, in relation to the nominee, information about what they do and why you believe that they deserve an award.

St John's Foundation is the "data controller" of this information. This means that we decide what the personal information collected is used for and how it is processed.

### **Our lawful basis for processing your personal information**

We have a legitimate interest to process the personal information at the point at which you provide it to us to consider the nominees for Young Stars Awards and create an initial shortlist of candidates. We have considered the impact on the rights and freedoms of nominees and will not use personal information where the impact on their rights and freedoms overrides our interests.

Information will only be accessed by St John's and the selected panel of judges at this stage to create an initial shortlist. Before information is posted online or shared publicly, we will contact the nominee and their parent/ guardian using the contact details that you provide to us to explain how we will use their information going forwards. The nominee (or parent/ guardian) can also ask that their information is not processed at any point by contacting Rebecca Fox (012254 486417), and their application will not proceed and their information no longer used.

### **How long will we retain your information?**

St John's Foundation will retain your information for 2 years from the date of the awards night.

### **Your rights and more information**

You and the nominee have a number of rights in respect of your personal information and you can find more details about those rights here: <https://ico.org.uk/your-data-matters>

If you have any questions about how St John's Foundation handles your personal information, or if you wish to find out more about your rights, please visit our full Privacy Policy (see links below). This includes the details of our Data Protection Officer.

If you have any concerns about how your information is handled, please contact the Data Protection Officer. If you feel the matter has not been resolved 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/>

**Additional information can be found in the St John's Foundation Privacy Notice [here](#).**

<https://stjohnsbath.org.uk/privacy/>