



Rainhill Parish Council

Clerk to the Council: Kathryn Adamson

5 Regal Drive, Windle, St Helens, WA10 6BJ

Tel: 07565 524414 Email: rainhillpc@hotmail.co.uk

GOOD CITIZENSHIP AWARD

Nomination Form

Details of person being nominated for the award:

First Name: Surname:

Address:

..... Post Code:

Telephone Number: Approximate age:

Name and contact number of parent/guardian (for nominated young person):

.....

Details of person or organisation making this nomination:

Name:

Position in organisation (if applicable):

Address:

..... Post Code:

Telephone Number: Date of Nomination:

REASONS FOR NOMINATION:

You should provide full details of why you are making the nomination giving detailed reasons why you consider that that person being nominated has enriched the lives of the residents of Rainhill. The decision on the granting of the Citizenship Award will be based solely on the written information you provide. You are asked to restrict this information to a maximum of one side of A4 paper.

Details of the nomination process are contained on the reverse of this form. If you have any queries relating to this nomination you should contact the Parish Clerk to whom completed nominations should be returned as soon as possible and at the very latest by 15th November 2019.

Privacy statement

Rainhill Parish Council is committed to protecting your privacy and security. A copy of our policy is attached to these forms, it explains how and why we use your personal data, to ensure you remain informed and in control of your information.

RAINHILL PARISH COUNCIL GOOD CITIZENSHIP AWARD

Award details and nomination procedures

What is the Purpose of the award?

The purpose of the award is to recognise those individuals who have made a significant contribution to enriching the lives of Rainhill residents.

What form will the award take?

The award will consist of a plaque bearing the name of the individual.

Who can nominate?

Any organisation or individual, irrespective of where they live may nominate a person for consideration of being given the award.

Who can be nominated?

Any person either living in, or outside Rainhill, may be nominated for the award, the main criteria is that Rainhill residents must have benefited from the efforts of the individual nominated. If the person nominated performs the tasks for which they are being nominated as part of their paid employment then the contribution they make to enrich the life of Rainhill residents must be well above and beyond that normally expected as part of their employment.

Who cannot be nominated?

Existing Parish and Borough Councillors plus paid employees of the Parish Council are not eligible.

Can an organisation or group of individuals be nominated?

Yes it is acceptable to nominate an organisation or business for the award.

Can a young person of school age be nominated?

Yes they can. The current Parish Council Members have introduced a category to the Good Citizenship Award for young people of secondary school age (between ages 11 years to 18 years). Rainhill Rotary currently work in partnership with our primary schools across Rainhill on a Good Citizenship Award. The Parish Council's work with our secondary schools in Rainhill will complement this scheme and ensure that young people across both age groups feel a sense of inclusion and recognition of their contribution towards the enrichment in the social, cultural and recreational lives of residents across Rainhill.

When should nominations be made?

Nominations are welcome throughout the year but the closing date is stated below. A decision on who will be given the award will be made by a selection committee with a presentation ceremony each year.

Is there a limit on the number of awards in any given year?

No limit will be placed on number of awards made each year. The decision to make an award will be based purely on the quality of the nominations. In some years no awards may be made in others many awards may be made.

If I make a nomination will I be informed of the decision of the selection committee?

Details of the awards given will be contained in the Annual Parish Council Report circulated in April each year to all homes in the parish. Persons or organisations making a nomination will be sent the list of awards made that particular year. No individual correspondence will be entered into in relation to any specific nomination.

If a particular nomination is not successful will it be considered in future years?

No once a decision has been made on who will be given the award all unsuccessful nominations will be destroyed. It is, however, acceptable for the unsuccessful nominees to be nominated in future years.

How do I make a nomination?

You should complete the form on the reverse of these guidance notes and return to the Parish Clerk as soon as possible. The closing date for nominations is 15th November 2019.

Rainhill Parish Council Privacy Statement

Rainhill Parish Council complies with the General Data Protection Regulation (GDPR) law which came into effect in May 2018 and supersedes the Data Protection Act 1998. For the purposes of the Regulations, the Parish Council is the data controller and its Clerk is the processor and Data Protection Officer, contact details below.

We are committed to processing your data lawfully, fairly and in a transparent way. Data will only be collected and stored for valid purposes, and will be kept up to date. We will not keep your information longer than necessary.

This privacy notice explains how we use your personal information and the ways in which we protect your privacy.

This notice applies to all personal data collected for or on behalf of Rainhill Parish Council. This includes information collected by letter, email, face to face, telephone or online.

You may also receive a privacy notice specific to the service you are receiving.

How we use your personal information

We collect and use your personal information so we can provide you with statutory and other services. We use your information for the purpose for which you provided the information, including the delivery of services for you.

You may not want us to collect or share your personal information, or you may set conditions on how we can use it. In these cases we may not be able to provide with the service you need, or may only be able to provide it in a limited way. There are occasions when we have a statutory obligation to collect or use personal information. In those cases we will not be able to agree to your request.

Third parties

The information we collect may be shared with other organisations, such as government bodies, or the Police, in providing you with services.

We will only share your personal information when we are permitted to or are required to by law or we have your consent to do so as required by law.

The Parish Council does not pass personal data to other organisations for marketing purposes, will not transfer data outside the EEA, and does not use automated decision making.

Email

Emails that we send to you or you send to us may be kept as a record of contact. We may also store your email address for future use. If we need to email sensitive or confidential information to you, we will check that we are using the correct email address and may use additional security measures.

Your rights

You can ask us to stop processing your personal data in relation to any Parish Council service. This may delay or prevent us delivering a service to you. We will try to meet your request but we may be required to hold or process information to meet our legal duties.

You are entitled to request access to and a copy of any information we hold about you.

If you find that the information that the Parish Council holds about you is no longer accurate, you have the right to ask to have this corrected. If you feel that we should no longer be using your data you can request that it be erased. We may not always be able to change or remove the information. However, we will correct factual inaccuracies and may include your comments in the records.

You have the right to lodge a complaint with the Information Commissioner's Office, who can be contacted on tel. 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Queries and complaints

If you would like further information or have a complaint about any of the details in this notice, please contact Kathryn Adamson by email or post:

Email: rainhillpc@hotmail.co.uk

Write to: 5 Regal Drive Windle St Helens WA10 6BJ

Phone: 07565 524414

Notice updated May 2018