



## **Laois County Council**

*In partnership with*

***Laois Public Participation Network***

# **Community & Voluntary Awards 2021**

**Nomination Form**

## **Unsung Hero**

*This form should be used to nominate an individual in recognition of their significant contribution to Community & Voluntary life in Laois*

**N.B! Before completing this form, please read the accompanying terms & conditions and judging criteria**

**TERMS & CONDITIONS:**

1. To ensure judging is fair and impartial, judges will be selected from outside of County Laois. As such they may not be familiar with locations, groups or individuals in the County.
2. Please ensure the person being nominated is aware of the nomination.
3. Prior to completing and submitting the nomination please ensure you have consent of the person being nominated to furnish this application and to share their personal data with Laois County Council for this purpose.
4. It is very important that as much information as possible is given on this Nomination Form. This will ensure Judges have a good understanding of the work of the nominee.
5. Please submit at least one good quality digital photograph to accompany the application form.
6. Photographs may be used by Laois County Council in advertisements and publications about the Awards ceremony, posted on social media sites, be used in the ceremony production and included in council publications to include but not limited to the Annual Report, Council Newsletter and Management Reports.
7. Please ensure you have consent of the nominee whose photos are to be used in this manner.
8. By entering this process, you give consent to the submitted photos being used in this manner.
9. Nominations will be shortlisted by an independent committee. Nominees will be notified in writing
10. Laois County Council reserve the right to contact the nominated person to confirm all afore mentioned consent was forthcoming.

**Completed application should be marked**

**“Unsung Hero Award 2021 Nomination”**

**and returned by:**

**Friday 29<sup>th</sup> October at 5.00pm**

**by email to [awards@laiscoco.ie](mailto:awards@laiscoco.ie) or posted to**

**Community Development Section  
Laois County Council  
County Hall, Portlaoise  
Co Laois**

**For further assistance and queries, please contact: 057 86 64078**

**or e-mail: [awards@laiscoco.ie](mailto:awards@laiscoco.ie)**





## Data Protection

In accordance with the General Data Protection Regulations 2018, the definition of personal data is – ‘personal data’ means any information relating to an identified or identifiable natural person (‘data subject’); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

Laois County Council creates, collects and processes a significant amount of personal data in various multiple formats on a daily basis. Laois County Council’s commitment is that the personal data you may be required to supply to us is:

- Obtained lawfully, fairly and in a transparent manner
- Obtained for only the purposes of the Laois Community & Voluntary Awards 2021
- Adequate, relevant and limited to what is necessary for purpose for which it was obtained. Data will be used for administration of Laois Community and Voluntary Awards 2021 as outline above and for financial purposes. Necessary information will be shared with the Accounts Payable Section of Laois County Council for the purposes of grant payments. Data will be used for audit purposes.
- Data will be recorded, stored accurately and securely and where necessary kept up to date.
- Data will be kept securely in the Community Development Section of Laois County Council for a period of 6 years after completion of the project, after such time it will be destroyed.
- Legal basis – Local Government reform Act 2014

## Your Data Protection Rights

You have the right to request access to personal data held about you, obtain confirmation as to whether data concerning you exists, be informed of the content and source of data and check its accuracy. In addition, if the data held by us is found to be inaccurate you have the right to change, remove, block, or object to the use of, personal data held by Laois County Council. In certain circumstances blocking access to data may delay or remove access to a service where the data is required by law or for essential purposes related to delivery of a service to you. Please note that to help protect your privacy; we take steps to verify your identity before granting access to personal data.

To exercise these rights, you should take the following steps:

Forward your completed request to the Data Protection Officer at the following address:

Data Protection Officer,

Laois County Council,

County Hall,

Portlaoise,

Co. Laois.

R32EHP9

Or by email to: [dataprotection@laoiscoco.ie](mailto:dataprotection@laoiscoco.ie)