

**Laois County Council**

***In partnership with***

***Laois Public Participation Network***

 ***Sponsored by People First Credit Union***

**Community & Voluntary Awards 2023**

**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**

**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. 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.
3. Please submit at least one good quality digital photograph, to accompany the application form.
4. Photographs may be used by Laois County Council in advertisements and publications about the Awards Ceremony, in posts on Social Media sites, be used in the Ceremony production and may be included in Council publications, to include but not limited to the Annual Report, Council Newsletter and Management Reports.
5. Nominations will be shortlisted by an independent Committee. Nominees will be notified in writing.

**CONSENT AGREEMENT:**

Please tick **ALL** to consent:

I do confirm that I have the **Consent** of the **Nominated Individual** being nominated to furnish this application and to share their personal data with Laois Co. Co. for this purpose.

I hereby consent I am sharing copies of photos and/or accompanying documentation, as part of the nominated application by email or post as originals may not be returned.

I confirm that I have the **Consent** of the **Nominated Individual** to be contacted by Laois County Councils staff members and other parties involved in the Community and Voluntary Award 2023.

I submitted the **Consent** of the **Nominated Individual** for photographs may be used by Laois County Council in advertisements and publications about the Awards Ceremony, be posted on Social Media sites, be used in the Ceremony production and be included in Council publications, to include but not limited to the Annual Report, Council Newsletter and Management Reports.

 I do confirm that person being nominated is aware of the nomination.

**Completed application should be marked**

 **“Unsung Hero Award 2023 Nomination”**

**and returned by email to** **awards@laoiscoco.ie** **or posted to**

**“Unsung Hero Award 2023 Nomination”**

**Community & Voluntary Awards 2023,**

**Community Section,
Laois County Council,**

**Áras an Chontae, Portlaoise,
Co Laois.**

**Closing Date is by 4 pm, 14th of July 2023**

**For further assistance and queries, please contact: (057) 867 4311**

**or e-mail:** **awards@laoiscoco.ie**

**Nomination Form**

**I wish to nominate the following person for an *Unsung Hero* Award:**

|  |  |
| --- | --- |
| **Name of the person being nominated** |  |
| **Address** |  |
| **Phone No. (daytime contact)****Mobile number** | C:\Documents and Settings\gireland\Local Settings\Temporary Internet Files\Content.IE5\YHXURAT4\MC900340830[1].wmf |
| **Email address for contact** | C:\Documents and Settings\gireland\Local Settings\Temporary Internet Files\Content.IE5\6F7AXZN2\MC900442124[1].png |

***Details of person or Group making the nomination:***

|  |  |
| --- | --- |
| **Your Name (individual/group)** |  |
| **Your Address** |  |
| **Phone No. (daytime contact)****Mobile Number** | C:\Documents and Settings\gireland\Local Settings\Temporary Internet Files\Content.IE5\YHXURAT4\MC900340830[1].wmf |
| **Email address for contact** | C:\Documents and Settings\gireland\Local Settings\Temporary Internet Files\Content.IE5\6F7AXZN2\MC900442124[1].png |

***Is the person you have nominated, a Member of a Community/Voluntary group/Organisation in Laois?***

**Yes** **No** **Don’t know**

 **If yes, please name the group/organisation**

***Please highlight your Nominee’s current/recent contribution to their local community:***

***Please outline the reasons why you/your group wish to nominate this person for an Unsung Hero Award:***

***How do you think your Nominee has made a positive impact on the community?***
\****You can use a separate sheet to set this out if necessary***

* By completing and submitting this form, I hereby confirm that I have read and understand the terms and conditions and data protection requirements.
* In addition to the aforementioned, I hereby confirm that I have the Consent of the Nominee, in order to share their personal data, relevant for the administration of Laois Community and Voluntary Awards, 2023.

 **SIGNED: DATE:**

 ***Nominator (Signature)***

**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 2023;
* 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 2023 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,

Áras an Chontae,

Portlaoise,

Co. Laois.

R32EHP9

Or by email to: dataprotection@laoiscoco.ie