

**Have you witnessed any act of bravery or danger encountered by an individual in assisting others?**

**Are you aware of an individual who has made a major contribution to the protection of people and their liberty?**

**Have you encountered an innovative project that protects people and/or property?**



## **IF THE ANSWER IS YES, THEN WE WANT YOU TO SHARE THAT INFORMATION WITH US.**

This is your opportunity to nominate people or organisations who are worthy of receiving this unique award.

The Sheriffs' Award is a national award for bravery, celebrating people who have contributed to safeguarding our "people, property or our liberty."

The award was instituted in 2006 by the Worshipful Company of Security Professionals and is awarded annually by the Sheriffs of the City of London.

The search for nominations begins in February each year at the Old Bailey during a ceremony presided over by the Sheriffs. Later in the year the Sheriffs select the principal recipient and a deserving list of commendations.

Nominations will be judged by the Sheriffs of the City of London in late August in order that the

recipients can receive their awards at our Annual Dinner and Common Hall.

The Award is a highly prestigious one with the winner receiving a trophy, a framed certificate and a cheque for £2,500. By order of the Sheriffs their names are permanently inscribed on an Honours Board and in a Book of Honour which are on permanent display at the Central Criminal Court - 'The Old Bailey'.

Nominations are sought from across the United Kingdom and are open to members of the public as well as members of the Emergency Services, the Armed Forces and people employed in the Security Industry.

To ensure your nominee receives the recognition they deserve, nominate them by 1 August 2020 completing the details outlined overleaf.



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**PRIVACY NOTICE FOR AWARD NOMINATIONS**

This notice explains what personal data (information) we hold about you and your nominee, how we collect, how we use and may share information about you. We are required to give you this information under data protection law.

**Information about us**

The Worshipful Company of Security Professionals (WCoSP)  
 Registered address: Saddlers’ House, 40 Gutter Lane, London EC2V 6BR  
 Registered Company Number: RC000836  
 Principal Address: 4 Holmere Farm Cottages, Goose Green, Ashill, Thetford IP25 7AS  
 Data Protection Officer: Tricia Boswell  
 Email address: clerk@wcosp.org  
 Telephone: +44 (0)1760 441839

**Your personal information**

Processing of your personal details is necessary to carry out a task in the public interest - which in this case is processing the nomination of the named nominee. We will always ensure that your information is held confidentially and accessed only by those people involved in processing the nomination.

**Personal details of the nominee**

Processing of the nominee’s personal details is also necessary to carry out the public interest task - which in this case is the purpose of the conferring by us of any award. We collect the personal information necessary to process applications. This is with the purpose of making a determination of eligibility and suitability for an award. We may collect or receive sensitive personal data about a nominee. Such data includes personal data revealing ethnicity, disability or health conditions if this is part of the nomination story.

Nominations should always be made in confidence. ***There is no requirement for the nominator to obtain the consent of the nominee.***

**Information collected by us**

In the course of running the awards process, from nomination to awards, we collect the following personal information, when you (the nominator) provide it to us:

- Nominee’s personal information (such as name, address, contact details, mobile phone number, date of birth, gender)
- Nominee’s special category information (such as ethnicity, disability, health conditions) if this is part of the nomination story
- Nominator’s personal information provided (such as name, address, organisation and contact details, mobile phone number)
- Reason for nomination
- Any further details regarding the act of bravery which is the subject of the nomination.
- Photographs and images provided with nomination, and any other photographs or images supplied with consent

**How we use your personal information**

We use your personal information to:

- Maintain a secure nominations log for recording purposes.
- Transfer and pseudonymised (where we remove any information that may identify you or your nominee) your nomination story into a Word document for the judging panel
- Securely save your nomination form and further information submitted into a secure area
- Present awards and certificates

- Where consent has been given for photographs, these will be used by the WCoSP to publicise the event
- Evaluate and quality assure the services we provide throughout the organisation of the awards.

#### **How long your personal data will be kept**

We will hold the finalists personal information securely by retaining the name and contact details of the finalists to be able to invite them to events and promotion of their award after the event. After this time the personal information will be securely destroyed. All nomination forms are securely destroyed after three months.

Photographs may be used by the WCoSP press office and be placed online and enter the public domain.

#### **Reasons we can collect and use your personal information**

We collect and use your personal information as there is a public interest in collecting award nominations to promote positive stories and to highlight and celebrate the bravery of award nominees.

Following the judging process, we will rely on the consent of the winners to process their personal information.

We rely on consent for the taking and use of photographs and video recordings. The approved photographer will be made aware of those who have not provided their consent. The nominee may withdraw your consent at any time. The nominator may request that the WCoSP withdraw their information or the nomination. If you request that the nomination or your details are withdrawn prior to judging, your nomination will not be processed any further and any personal information that had been collected will be held in line with data protection legislation.

If you are nominated for the award and you remove your consent after the awards ceremony, your name will be removed from the WCoSP website.

If you withdraw your consent to photographs and video recording being taken prior to the award ceremony your photograph will not be taken at the event.

If you withdraw your consent after the photographs have been put online, we will remove your photograph from the WCoSP website.

#### **Who we share your personal information with**

- Pseudonymised (anonymous) information is passed to the judging panel
- The person or organisation who made the nomination.
- WCoSP's office in order to issue press releases which are issued following judging rounds, and photos and information of name, age (date of birth), town and a summarised story are provided, where consent has been given
- The presenters of the award ceremony so that they can read the agreed script and celebrate your bravery with the audience.

Your information will not be shared with any third party unless we are required to do so by law.

#### **Your rights**

Under GDPR you have rights which you can exercise free of charge which allow you to:

- Know what we are doing with your information and why we are doing it
- Ask to see what information we hold about you (subject access request)
- Ask us to correct any mistakes in the information we hold about you
- Make a complaint to the Information Commissioners Office
- Withdraw consent at any time (if applicable)

Depending on our reason for using your information you may also be entitled to:

- Ask us to delete information we hold about you
- Have your information transferred electronically to yourself or to another organisation
- Object to decisions being made that significantly affect you
- Object to how we are using your information
- Stop us using your information in certain ways

We will always seek to comply with your request however, we may be required to hold or use your information to comply with legal duties. Please note, your request may delay or prevent us delivering a service to you.

The UK Information Commissioner's Office (ICO) website contains further information about your rights, including the circumstances in which they apply on individuals' rights under GDPR.

#### **Keeping your personal information secure**

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

#### **Who to contact**

Contact our Data Protection Officer to exercise any of your rights, or if you have a complaint about why your information has been collected, how it has been used or how long we have kept it for.

You can contact us using the information provided in the "information about us" section above.

GDPR also gives you right to lodge a complaint with a supervisory authority. The supervisory authority in the UK is the Information Commissioner. You can contact the Information Commissioner's Office (ICO) at: Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF  
Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.

Alternatively, visit the Information Commissioner's Office (ICO) website or email [casework@ico.org.uk](mailto:casework@ico.org.uk)