

North Yorkshire Community Awards 2020

Terms and conditions

1. The Promoter

- 1.1 The promoter is: North Yorkshire County Council, Racecourse Lane, Northallerton DL7 8AD (the "Promoter")

2. The Competition

- 2.1 The title of the competition is the North Yorkshire Community Awards 2020 (the "Competition").
- 2.2 The Competition recognises and celebrates voluntary work carried out by people and organisations across North Yorkshire.

3. How to nominate

- 3.1 The Competition will run from 15:00 on Monday 16 March 2020 (the "Opening Date") to 24:00 on Monday 25 May 2020 (the "Closing Date") inclusive.
- 3.2 All nominations must be received by the Promoter by no later than 24:00 on the Closing Date. All nominations received after the Closing Date are automatically disqualified.
- 3.3 To nominate someone to be entered into the Competition:
- Choose a voluntary group or person that you feel has made a difference to their community through their voluntary work (a "Nominee")
 - Complete the online nomination form at www.northyorks.gov.uk/communityawards. Paper forms are available on request if you are unable to complete the form online.

- For the avoidance of doubt, you may complete an entry form nominating yourself as a Nominee.
- 3.4 The Promoter will not accept:
- (a) responsibility for nominations that are lost, mislaid, damaged or delayed in transit, regardless of cause, including, for example, as a result of any postal failure, equipment failure, technical malfunction, systems, satellite, network, server, computer hardware or software failure of any kind; or
 - (b) proof of posting or transmission as proof of receipt of entry to the Competition.
- 3.5 By submitting a Competition entry, you are agreeing to be bound by these terms and conditions.
- 3.6 Following an eligibility check, a minimum of three nominees per category will be shortlisted by a panel of judges including:
- Chairman of North Yorkshire County Council
 - Vice-Chairman of North Yorkshire County Council
 - Head of Stronger Communities, North Yorkshire County Council
 - Other employees of North Yorkshire County Council
 - Representatives of voluntary and community sector
- 3.7 Shortlisting will be based on information provided in the nomination forms and videos, (the “Shortlisted Nominees”). The decision of the panel of judges (acting reasonably) will be final. Shortlisted Nominees will be notified by email by 31 July 2020.
- 3.8 Visits to the Shortlisted Nominees, where necessary, will take place by 25 September 2020, and as a result Finalists will be chosen.
- 3.9 Finalists will be invited to an awards ceremony at the North Yorkshire Wider Partnership Conference at the Pavilions of Harrogate, North Yorkshire Showground on the morning of Friday 16 October 2020 (the “Awards Ceremony”). Each Finalist shall receive three tickets to attend the Awards Ceremony.
- 3.10 In the event that a Finalist is unable to attend the Awards Ceremony, then he/she may (subject to giving the Promoter prior reasonable notice) nominate someone to attend the Awards Ceremony on his/her behalf (the “Nominated Representative”).
- 3.11 At the Awards Ceremony winners for each category will be announced. The decision of the panel of judges (acting reasonably) will be final.

4. Eligibility

4.1 There are four categories for the North Yorkshire Community Awards.

- **Best community group** – awarded to groups carrying out ongoing voluntary activity/activities in North Yorkshire.
- **Volunteer of the year** – awarded to individual volunteers over the age of 25 carrying out voluntary activity/activities in North Yorkshire.
- **Young people volunteering award** – awarded to individual volunteers aged 25 or under, or to groups or projects run by volunteers aged 25 or under, carrying out voluntary activity/activities in North Yorkshire.
- **Making a difference - helping rural communities to flourish** – awarded to individual or groups who have through their voluntary activity/activities made a real difference to a rural area / rural areas of North Yorkshire. This award recognises unique, innovative, enterprising or resilient approaches to overcoming rural issues, challenges or disadvantage that have impacted on people, communities and/or the environment.

The criteria for the North Yorkshire County Council community awards scheme 2020 are:

- Activities that have taken place or been completed from 31 July 2019 to 1 June 2020;
- Nominated community projects must have had a positive impact on people living in the North Yorkshire County Council area;
- Nominated community groups must be constituted, not for profit, and operate in the North Yorkshire County Council area;
- Community groups may be a branch of, or affiliated to, a larger regional or national organisation, as long as the volunteers started and developed the initiative for the activity locally, and the group's achievements go beyond what is expected of similar groups in the wider organisation's network;
- Nominated individuals must volunteer within the North Yorkshire County Council boundaries in the area of work for which they are nominated; and
- Self-nominations will be accepted.
- Winners and runners up may not be nominated in the same category in the following three years.

4.2 The Promoter will not accept Competition entries that are:

- (a) automatically generated by computer;
- (b) completed in bulk;
- (c) illegible, have been altered, reconstructed, forged or tampered with; or
- (d) incomplete.

4.3 The Promoter reserves all rights to revoke your entry into the Competition if either your or your Nominee's conduct, is contrary to the spirit or intention of the Competition.

5. The prize

5.1 There will be one Winner and two runners up for each category.

5.2 Each Winner will receive:

(a) £1000 paid electronically into the group's bank account or, in the case of individuals, to be donated to the local charity of the Winner's choice

(b) an engraved trophy and certificate

5.3 Each runner up will receive:

(a) £250 paid electronically into the group's bank account or, in the case of individuals, to be donated to the local charity of the Winner's choice

(b) an engraved trophy and certificate

5.4 The Prize is not negotiable or transferable.

6. Winner announcement

6.1 The Winners and Runners Up of the Competition will be announced at the Awards Ceremony (Announcement Date).

6.2 The decision of the judges nominated by the Promoter is final and no correspondence or discussion will be entered into.

7. General

7.1 If there is any reason to believe that there has been a breach of these terms and conditions, the Promoter may, at its sole discretion, reserve the right to exclude your nomination from the Competition.

7.2 The Promoter reserves the right to hold void, suspend, cancel, or amend the Competition where it becomes necessary to do so.

7.3 These terms and conditions shall be governed by English law, and the parties submit to the exclusive jurisdiction of the courts of England and Wales.

8. Data protection and publicity

- 8.1 North Yorkshire County Council is the 'Data Controller' as defined by Data Protection regulations.
- 8.2 The Council has appointed Veritau Ltd to be its Data Protection Officer. Their contact details are:

Information Governance Office Veritau Ltd County Hall Racecourse Lane Northallerton DL7 8AL 01609 53 2526

- 8.3 The following personal information is collected:
- Name
 - Address
 - Email Address
 - Phone Number
 - Image (for nominations made by video and shortlisted nominations)
 - Bank account details (finalists only. Constituted group only, not individual – for payment of prize monies)
- 8.4 Personal information is collected as part of the nomination process to enable us to assess the nominations and to communicate directly with nominees and nominators. The contact details will be used to send letters and to arrange judging / videoing visits. Some information is used to promote the community awards.
- 8.5 The personal contact information will only be shared with the administrators, judges and photographer of the Competition. The administrators are North Yorkshire County Council staff. The judges consist of County Councillors, North Yorkshire County Council staff and representatives of the voluntary and community sector. The photographer is contracted by North Yorkshire County Council. The judges and photographer will not receive any personal contact data until visits have been confirmed. Initial judging decisions will not use any personal details other than name.
- 8.6 Nominees will need to agree that the Promoter may list their name and town of residence on the North Yorkshire County Council website in relation to the Competition. Nominees will be asked to confirm their agreement.
- 8.7 Shortlisted Nominees and Finalists will need to agree that the Promoter may use their name, image and district of residence in connection with this Competition. Nominees will be contacted to confirm their agreement.
- 8.8 Videos will be played at the awards ceremony and will be made available on the County Council intranet and website. Participants in the videos will be asked for their consent.

8.9 The table below sets out the retention period for the data. The retention period is from the closing date of the nominations.

Data held	Retention period (from nomination closing date)		
	Nominees	Shortlisted nominees	Finalists
Address, phone number, email	3 months	4 months	6 months
Full nomination forms	3 months	6 months	6 months
Short description of reason for nomination	-	4 months 1 year*	3 years**
Videos and photographs	3 months	6 months	3 years**
Bank account details – groups only. No details held for individuals.	-	-	In line with County Council's financial policies and procedures

* shortlisted nominees who receive a highly commended certificate will have their details used for longer.

** finalists' details will be kept for 3 years to enable the administrators of the Competition to ascertain eligibility for future awards.

8.10 For more information about how the County Council uses your data, including your privacy rights and the complaints process, please see our corporate Privacy Notice <https://www.northyorks.gov.uk/terms-and-conditions>.