



## Civil Service Awards 2022 Privacy Notice

Cabinet Office (“Awards Partner”) is the data controller and Dods Group Limited (“Dods”) is the data processor together (“we”, “us”, “our”). The Awards Partner is responsible for your personal data and has asked us to process it when you provide it when you nominate, are nominated or register for the Civil Service Awards 2022 (“the Awards”). This Privacy Notice aims to inform you on the personal data processing we carry out and on your rights.

### The Awards

For the Awards, members of the UK Civil Service are invited to nominate their colleagues or themselves for awards which recognise and celebrate the inspirational individuals and innovative project teams within the Civil Service. Nominations are submitted online which will be accessed by both Dods and the Awards Partner. We will share these nominations with our sifting panels who will review all nominations to create the shortlist. Sifting panels will consist of experts within that category field and a member representative from the sponsoring organisation, should that category be supported by one.

Nominations who are successfully shortlisted will then be passed onto a final panel of judges which will include senior government officials, typically permanent secretaries, and a senior representative from the headline sponsor organisations, who will then select the winners. Please visit the Awards website; <http://www.civilserviceawards.com/> for further details on who the judging panels are.

### The personal data

The Awards Partner has requested Dods to provide its event management services to hold the Awards which shall be a combination of delegates and nominees attending physically and online streaming on the internet.

By nominating or registering for the Awards, you are providing us with your personal data and contact information as requested in the online form which we shall be processing on behalf of the Awards Partner.

In the case of group bookings or bookings made on an individual's behalf, please ensure you have sought the individual's prior approval to submit their information.

Other people may nominate you for an award and provide us with your contact information as requested in the online form.

We will process the nominator's following personal data: title, first name, last name, job title, government department, profession, contact number, grade, and email address.

We will also process the following data relating to the nominees (as provided to us by the nominators):

- project team or individual name
- title

- first name
- last name
- job title
- government department
- profession
- email address
- contact number
- address
- grade
- region
- accessibility information; and
- dietary requirements

as well as any further information regarding the nominee that is included in the nomination form.

For speakers, judges, or jury panels:

- video recordings which will contain images of you, any opinions you contribute and anything you say about yourself

If you do not want to be included within the Awards, please email [civilserviceawards@dodsgroup.com](mailto:civilserviceawards@dodsgroup.com) before Friday 26 August 2022. Before submitting nominations to our judges, we will email you for confirmation that you wish to participate. In the event that you do not want to continue, we shall take you out of the process ahead of time.

### **Purpose of processing your personal data for the Awards**

We will use your personal data to hold the Awards, and this will include to:

- register and facilitate your attendance at the Awards;
- invite you to the Awards ceremony;
- analyse attendance at and any subsequent communications in relation to the Awards;
- provide you with updates and details relating to the Awards;
- set up judges' panel;
- handle nominations for the Awards;
- manage delegate, sponsor and customer contacts, queries, complaints or disputes;
- take photographs to promote the event,
- live stream and video recordings of the Awards, and to produce promotional material to advertise the Awards and to promote future events;
- verify your identity for security purposes (where applicable); and
- handle any legal claims or regulatory proceedings and ensure legal and regulatory compliance.

The panel of judges and short listers will treat all information received confidentially. If a nomination is successfully shortlisted, we will contact the nominee to notify them and provide the proposed text of the nomination which will be published on the Awards website, as well as a shortlisting brochure, which will be distributed at the Awards event. The nominee will have the opportunity to request any amendments, deletions or corrections to their data and, if applicable, provide their consent to our use of any special category information included in

the nomination. Where the text includes special category information (such as health, ethnicity, sexuality etc) we will contact the nominee for permission to use this data for the purpose of the Awards.

### **Legal basis of processing your personal data for the Awards**

The legal basis relied on by the Awards Partner for processing your personal data in relation to your attendance at the Awards physically or online, promoting it, your nomination, taking photographs including taking group shots of event attendees filming, making video recordings and live streaming, is that processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the data controller. In this case that is the role of the Cabinet Office in holding the Civil Service Awards.

To the extent that you provide, in the registration form or by subsequent email, special categories of data (including data revealing health or medical details), the Cabinet Office has instructed us to process such information to ensure your safety and wellbeing at the Awards (paragraph 1, schedule 1, Data Protection Act 2018).

### **Sharing your personal data with third parties**

In order for us to carry out the instructions from the Cabinet Office for processing your data, Dods may share your personal data included in your nomination with members of the sifting and judging panel. The list of the members of the judging panel is available on the Awards website: [see here](#).

On occasion, Category Champions or members of the judging panel (including Permanent Secretaries and Heads of Profession) may contact nominees to congratulate them or discuss details of their nomination.

The Awards Partner may use your personal data included in your nomination for other award programmes if you opt in for your nomination to be shared. Where data is shared with other award programmes, your data will be handled in accordance with the privacy notice for that award programme.

We may provide your personal data to our data processors:

- Eventsforce - our online bookings service provider
- Vimeo – our video sharing platform on online streaming
- Glisser – our virtual event platform

to the extent necessary to facilitate your attendance at the Awards, online streaming, share video recordings and to fulfil the instructions from the Cabinet Office.

Online streaming will only be accessible to those with a link, and they will not be published publicly. If you are given the link, you must not share this with anyone else, and you must not download any video recordings to your personal device or a cloud storage facility.

- Lancaster House – our venue
- Caterers

to the extent necessary to facilitate your dietary requirements at the Awards and to fulfil the instructions from the Cabinet Office.

Where personal data regarding accessibility is passed to the venue Lancaster House, Lancaster House is an independent data controller for that data. Lancaster House privacy policy is [available here](#).

## **Retention**

We keep your personal data in identifiable form collected from registration and any video recordings for 3 months until after the final event day. Your nomination, including your personal data, will then be deleted from both Dods and Cabinet Office systems.

## **Your Rights**

- You have the right to request information about how your personal data are processed, and to request a copy of that personal data;
- you have the right to request that any inaccuracies in your personal data are rectified without delay;
- you have the right to request that any incomplete personal data are completed, including by means of a supplementary statement;
- you have the right to request that your personal data are erased if there is no longer a justification for them to be processed;
- you have the right in certain circumstances (for example, where accuracy is contested) to request that the processing of your personal data is restricted;
- you have the right to object to the processing of your personal data.

Please contact the Cabinet Office at the addresses below if you would like to exercise any of these rights or have any queries regarding our use of your data.

## **International Transfers**

As your personal data will be stored on our IT infrastructure it will also be shared with our IT suppliers and events partners, it may be transferred and stored securely outside the UK. Where this is the case, it will be subject to equivalent legal protection through an adequacy decision or reliance on Standard Contractual Clauses.

Data sharing on the video sharing platform Vimeo will be exported to the USA, and this data will receive equivalent protection through Standard Contractual Clauses.

## **Contact Details**

The Cabinet Office is the data controller for your data.  
Cabinet Office, 70 Whitehall, London, SW1A 2AS, or 0207 276 1234, or [publiccorrespondence@cabinetoffice.gov.uk](mailto:publiccorrespondence@cabinetoffice.gov.uk).

The contact details for the data controller's Data Protection Officer (DPO) are: [dpo@cabinetoffice.gov.uk](mailto:dpo@cabinetoffice.gov.uk).

The Data Protection Officer provides independent advice and monitoring of Cabinet Office's use of personal information.

## **Complaints**

If you consider that your personal data has been misused or mishandled, you may make a complaint to the Information Commissioner, who is an independent regulator. The

Information Commissioner can be contacted at:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

0303 123 1113

[casework@ico.org.uk](mailto:casework@ico.org.uk)

Any complaint to the Information Commissioner is without prejudice to your right to seek redress through the courts.