

Civil Service Awards 2026 Privacy Notice

This notice sets out how we will use your personal data, and your rights. It is made under Articles 13 and/or 14 of the UK General Data Protection Regulation (UK GDPR).

Background

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 Total Events, 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, when they are confirmed.

YOUR DATA

Purpose

The purpose(s) for which we are processing your personal data is(are):

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

Any online streaming will only be accessible to those with a link, and they will not be published publicly.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,

The data

We will process the following personal data for the nomination process:

Nominator's:

- Name & job title
- Department/Region
- Profession
- Telephone number and email address.

Nominees:

- project team or individual name
- Name
- Job title
- Department/business Unit
- Profession
- Email address
- Telephone number
- Grade
- Region
- Further information provided by the nominator regarding the reason for the nomination.

We will process the following personal data relating to event attendees, both shortlisted nominees and those presenting the awards:

- Promotional photographs & videos
- accessibility information; and dietary requirements for attendance at the award event.

Legal basis of processing

The legal basis for processing your personal data for the nomination process is:

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 to enable Civil Service departments to manage and reward its workforce.

The lawful basis for processing video and photographs during the award event, is that you consent to it.

The lawful basis for sharing your personal data with other awards programmes is that you consent to it.

Sensitive personal data is personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.

The legal basis for processing your sensitive personal data is:

Regarding accessibility and dietary information for those attending the award event - processing is necessary for reasons of substantial public interest for the exercise of a function of the Crown, a Minister of the Crown, or a government department; the exercise of a function conferred on a person by an enactment; or the exercise of a function of either House of Parliament. In this case that is ensuring everyone is able to attend the event.

Our lawful basis for processing any appropriate special category personal data as part of a nomination such as health, ethnicity or sexuality, is that you provide your explicit consent.

Recipients

Your personal data will be shared by us with Total Events who arrange the Civil Service Awards for the Cabinet Office.

As your personal data will be stored on our IT infrastructure it will also be shared with our data processors who provide email, and document management and storage services.

Nominations may, with your consent, use 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.

Retention

Your personal data will be kept by us for two years, after which it will be securely deleted.

Total Events will keep your registration personal data and any video recordings for 3 months after the final event day.

Where personal data have not been obtained from you

Your personal data will have been obtained by us either from you or the person nominating you for an award.

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.

You have the right to withdraw consent to the processing of your personal data at any time.

INTERNATIONAL TRANSFERS

As your personal data is stored on our Corporate IT infrastructure, and shared with our data processors, it may be transferred and stored securely outside the UK. Where that is the case it will be subject to equivalent legal protection through an adequacy decision, reliance on Standard Contractual Clauses, or reliance on a UK International Data Transfer Agreement.

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 and the EU/US Privacy Framework.

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, or 0303 123 1113, or icocasework@ico.org.uk. Any complaint to the Information Commissioner is without prejudice to your right to seek redress through the courts.

CONTACT DETAILS

The data controller for your personal data is the Cabinet Office. The contact details for the data controller are: Cabinet Office, 70 Whitehall, London, SW1A 2AS, or 0207 276 1234, or you can use this [webform](#).

The contact details for the data controller's Data Protection Officer are:
dpo@cabinetoffice.gov.uk.

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