



## Kirklees Adult Learners' Awards 2020

# Nomination Form

learn for life

**Lifelong Learning: Working together, building communities, making a difference.**

The closing date for entries: **12 noon Monday 20<sup>th</sup> April 2020.**

Please nominate individual learners/volunteers and consider the following attributes:

- Nominees that have contributed to their community
- Nominees that have changed their lives / careers through learning
- Nominees that have gained employment through learning
- Nominees that have inspired or innovated
- Nominees that have volunteered, mentored or supported others
- Nominees that have overcome significant barriers or challenges
- Nominees are Kirklees residents and over 19 years of age
- Nominees that have undertaken learning in the last 12 months

Please send your nominations to:

**BY EMAIL**

Please email your completed form to: [adult.learning@kirklees.gov.uk](mailto:adult.learning@kirklees.gov.uk)

**BY POST**

Please hand deliver your form to someone in the Employment & Skills Team:

Kirklees Adult Learners' Awards Nomination, Kirklees Adult Learning Team, 14-19, Adult Learning & Skills, 2<sup>nd</sup> floor, Kirkgate Buildings, Byram Street, Huddersfield, HD1 1BY.

**PLEASE COMPLETE ALL RELEVANT SECTIONS**

Nominator to complete - please give your details including name, organisation address, email, contact number and position within organisation:

Nominee to complete - please give your details including name, address, email, contact number and age if relevant to the award you are being put forward for:

NB: The **nominator** is the person who suggests someone else should get an award; the **nominee** is the person whose name has been put forward for an award

## **Consent for Publicity**

Kirklees Council is registered under the Data Protection Act 2018 (Registered Number Z575071X). Personal information supplied to the Kirklees Council will be stored securely and may be used in relation to Kirklees Council.

Full details of the purposes for which Kirklees Council processes personal information is in shown on our Data Protection Register entry, details can be found on the Information Commissioner's website [www.ico.gov.uk](http://www.ico.gov.uk). At no time will we share personal information with other organisations without your express consent.

You can contact Kirklees Council at any point and ask us not to use your photograph, film or words for any new purposes. Remember that once an article is published and in circulation (especially online) it may be copied and used by others. If you ask us not to use the photograph, film and words in future we will comply with your request and will do our best to stop others doing so, but we cannot guarantee this.

We will only use your information in ways that you are happy with.

Consent will be valid for **five years** from the date specified, at which point you will need to provide consent again for continued use or your photo film or words will be deleted.

Please read the statement below and tick the relevant boxes to show us how we can use your information. For more general information about how Kirklees Council uses your information, please refer to our general privacy notice at [www.kirklees.gov.uk/privacy](http://www.kirklees.gov.uk/privacy)

**Please tick all that apply, to show where you are happy for your name, photographs or information in relation to your learning journey to be used** *(to be completed by the nominee):*

- I agree that you can use my information in internal Council training materials.*
- I agree that you can use my information in a local newsletter.*
- I agree that you can use my information on the Council and their official partners social media & websites*
- I agree that you can use my information on printed publicity, ie newsletters, leaflets, posters and council reports*
- I agree that you can use my information on the both the Council's internal & external websites*

I, the undersigned, agree for Kirklees Council to use my photograph/words as outlined above

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_



Case Study of nominee:

Please include your reasons for nominating the person below. You can include: any barriers to learning, initial starting point, progress made, progression information, new skills and confidence developed, impact on the nominee and others, such as children or communities, and any other relevant supporting information.

Please feel free to add any learner/nominee comments to support their nomination:

## **Private Information**

We would like to check that the information that has been supplied and those who are involved in this nomination are completely happy with what has been written. Award winners will be invited to attend the Awards Ceremony on 18<sup>th</sup> June 2020.

**If there are details about your nominee's story which you/they do not wish to be made public please let us know in the box below**

Please read the following statements carefully before signing the declarations. Only applications signed by both nominator and nominee will be accepted.

### **Nominator's Declaration**

By submitting this form and ticking the box, I confirm that:

- I wish the named nominee to be nominated for a Kirklees Adult Learners' Award 2020;
- The information supplied in this form is correct to the best of my knowledge and that the statement is true and accurate;
- I give my consent for Kirklees Adult Learning to use the information in this form.

I confirm that the above declaration is true

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date:

### **Nominee's Declaration**

By submitting this form and ticking the box, I confirm that:

- I wish to be nominated for a Kirklees Adult Learners' Award 2020;
- I am happy for my personal details to be shared
- The information supplied in this form is correct to the best of my knowledge and the statement is true and accurate;

I confirm that the above declaration is true

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date:

# **Privacy Notice (How we use your information)**

## **Adult Learner Awards**

The Kirklees Adult Learners' Awards celebrate the achievements of exceptional individuals, projects and groups who have shown outstanding passion, commitment and drive to improve themselves, their community or workplace through learning, often in the face of difficult circumstances.

### ***The categories of information that we collect, process, hold and share about the nominee include:***

- Personal information (such as name, address, postcode, telephone number, email address and age)
- Characteristics (such as gender)

### ***Why we collect and hold this information***

We use this personal data in order to:

- Celebrate your success
- Promote Adult Learning in Kirklees
- Present awards

### ***The lawful basis on which we use this information***

We collect and process information about you under Article 6 (a) consent. We process special category data under Article 9 (a) explicit consent.

### ***Storing this information***

We will hold the information about you securely, and for no longer than reasonably necessary. We will hold it for 5 years at which point you will need to provide consent again for continued use or your photo or words will be deleted.

### ***Who we share this information with***

We routinely share this information with:

- Other services within Kirklees Council (Adult & Community Learning, Employment & Skills)

### ***Further information***

If you would like further information about how we manage your data, please see the [Kirklees Council privacy notice](#).

If you would like further information about this privacy notice, please contact:

[adult.learning@kirklees.gov.uk](mailto:adult.learning@kirklees.gov.uk)

If you have any worries or questions about how your personal data is handled, please contact the Data Protection Officer at [DPO@kirklees.gov.uk](mailto:DPO@kirklees.gov.uk) or by ringing 01484 221000.