



COMHAIRLE CONTAE AN CHLÁIR
CLARE COUNTY COUNCIL

Clare Older People's Volunteer of the Year Award 2024

Nomination Form

To acknowledge those volunteers who work to enhance our communities, we invite you to nominate a volunteer over the age of 55 who has made a difference through volunteering.

ABOUT YOU:

Name	
Email	
Contact number	
Voluntary Group/Committee (if any)	
Voluntary Group/Committee's address	

NOMINATOR'S CONSENT

Do you consent to the provision of personal data for the purpose of the administration of the Clare Older People's Volunteer of the Year Award 2024? **Yes** **No**

You can withdraw your consent at any time by telephoning (065) 6846240 or emailing: agefriendlyclare@clarecoco.ie

Personal information collected by Clare County Council above is used solely to contact nominators in relation to the Clare Older People's Volunteer of the Year Award 2024. The protection of personal data is a key priority for the Council and data will be processed in line with our privacy statement which is attached.

I confirm that I have informed the individual that I have nominated them for the Clare Older People's Volunteer of the Year Award 2024.

Signed: _____

Date: _____

ABOUT THE NOMINEE

Name of Nominee	
Email address	
Nominee's address	
Nominee's contact number	

NOMINEE'S CONSENT

Do you consent to the provision of personal data for the purpose of the administration of the Clare Older People's Volunteer of the Year Award 2024? **Yes** **No**

You can withdraw your consent at any time by telephoning (065) 6846240 or emailing: agefriendlyclare@clarecoco.ie

Personal information collected by Clare County Council above is used solely to contact nominees in relation to the Clare Older People's Volunteer of the Year Award 2024. The protection of personal data is a key priority for the Council and data will be processed in line with our privacy statement which is attached.

Signed: _____ **Date:** _____

On this occasion, as part of the adjudication process, there will be face to face meetings organised between nominees and the adjudicating panel.

WHY DO YOU THINK THIS VOLUNTEER MERITS AN AWARD?

Please give concise details of the nominee's service and involvement, including examples of voluntary commitments (Maximum 250 words).

WHAT HAS BEEN THE IMPACT OF THIS NOMINEE ON THE LOCAL COMMUNITY?

Please give concise details of the impact and/or benefit this person has made to the local community (Max. 250 words).

Please return this form to:
Clare Older People's Council, c/o Rural Development Dept.,
Clare County Council, New Road, Ennis, Co. Clare,
Before 5pm on Friday 1st March 2024

Clare County Council – Data Protection Privacy Notice for ‘Clare Older People’s Volunteer of the Year Award 2024’ – December 2023

➤ **Data Protection Privacy Notice for:**

DOCUMENT NO.	REVISION NO.	DETAILS	EFFECTIVE DATE
BB-PN-03	4	Clare Older People’s Volunteer of the Year Award 2024	December 2023

Clare County Council’s Privacy Statement, data protection officer contact details and details of the controller’s representative for this project

Clare County Council is committed to protecting and respecting your privacy. Clare County Council has a detailed Data Protection Policy which outlines how we are committed to ensuring the security of any personal data provided to us. The council has a Privacy Statement which is a general document about how we approach data protection and is available on the council’s website [http://www.clarecoco.ie/\[info\]/privacy-statement/default.html](http://www.clarecoco.ie/[info]/privacy-statement/default.html) or on request from this department. . It also informs as to our obligations and your rights under data protection law. To exercise these rights please see details in the Privacy Statement at the link above and the sample application forms on our website (or available on request from the Data Protection office, see contact details below).

Clare County Council’s contact details in relation to Data Protection are: Data Protection Officer, Finance and Support Services Directorate, Clare County Council, Áras Contae an Chláir, New Road, Ennis, Co. Clare V95 DXP2, Telephone number: (065) 68464237 or (065) 6846200, email: dpa@clarecoco.ie

Clare County Council’s contact details in relation the Clare Older People’s Volunteer of the Year Award 2024 is: Age Friendly Development Officer, Clare County Council, Áras an Contae and Chláir, New Road, Ennis, Co Clare V95 DXP2, telephone number: (065) 684 6240, email: agefriendlyclare@clarecoco.ie

This privacy notice is to demonstrate our commitment to privacy, and to assure you that we will ensure the security of your personal data. The Council wants to ensure you understand how we will manage your data when you submit your consent to the Clare Older People’s Volunteer of the Year Award 2024.

The purposes of the data processing for the Clare Older People’s Volunteer of the Year Award 2024:-

The Clare Older People’s Volunteer of the Year Award is an initiative with the aim of acknowledging those volunteers who work to enhance the communities and who have made a difference through volunteering. People in Clare will nominate fellow citizens to receive a certificate from the Chief Executive of Clare County Council in recognition of their good deeds and nominees may be featured in media releases by the Council. The personal data concerned comprises:

Nomination forms will include the following:-

- name, phone number, email address and postal address of the nominator and the nominee and information as to why the nomination is being made.

Processing and storage of your data

All personal data will be retained in accordance with the Council’s records retention policy.

Clare County Council will only retain your personal data for as long as is necessary to fulfil the purposes for which we collected it and for as long as we are legally required to under EU or Irish law. Clare County Council subscribes to the [National Retention Policy for Local Authority Records](#). We may also maintain a Data Retention Policy which supplements the National Retention Policy.

The legal bases for the processing of personal data in this activity

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 controller. Clare County Council, may, for the purpose of its functions under Section 63(1)(d), Section 66(4)(e) and Section 67(1) of the Local Government Act 2001 (as amended and updated by the Local Government Reform Act 2014) and to deliver on the targeted actions of the Clare Age Friendly Strategy 2023-2027 and the Clare Rural Development Strategy, collect and process personal data.

The data subject has given consent to the processing of his or her personal data for one or more specific purposes; The data subject shall have the right to withdraw his or her consent at any time. The withdrawal of consent shall not affect the lawfulness of processing based on consent before its withdrawal.

Recipients of the personal data

The data will be processed by a limited number of Clare County Council staff involved in the administration of Age Friendly initiatives in the Rural Development Department. Names only of nominees will be forwarded to the Design Team in Clare County Council for printing of certificates.

The names of nominees may be featured in Clare County Council media releases, in public communications and on social media, and nominees may be invited to be photographed for use in Clare County Council media releases, in public communications and on social media.

What will happen if the requested personal data is not provided?

Participation in the initiative is voluntary and nominations will not be accepted or considered in the absence of the provision of the data.

Your Rights

By law you have the right to request access to personal data held about you, obtain confirmation as to whether data concerning you exists, be informed of the content and source of data and check its accuracy. In addition, if the data held by us is found to be inaccurate you have the right to change, remove, block, or object to the use of, personal data held by Clare County Council. In certain circumstances blocking access to data may delay or remove access to a service where the data is required by law or for essential purposes related to delivery of a service to you. Please note that to help protect your privacy; we take steps to verify your identity before granting access to personal data. Further details can be obtained from Clare County Council's website.

To exercise these rights or if you have any questions on our data protection compliance please contact: Data Protection Officer, Telephone: (065) 6846237 or (065) 6846200, email: dpa@clarecoco.ie Post: Áras Contae an Chláir, New Road, Ennis, Co Clare, V95 DXP2.

Right to complain to the Office of the Data Protection Commissioner

If you are not satisfied with the outcome of the response you received from Clare County Council in relation to your request or in relation to exercising your data rights, then you are entitled to make a complaint to the Data Protection Commissioner who can investigate the matter for you. The Data Protection Commissioner's website: www.dataprotection.ie or you can contact their office on: Lo Call Number: 1890 252 231, email: info@dataprotection.ie Post: Data Protection Commissioner, Canal House, Station Road, Portarlinton, Co Laois, R32 AP23.