



BMBC PRIVACY NOTICE

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Created By	Service Director, Governance and Member Support
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At BMBC we are committed to protecting and respecting your privacy. This Privacy Notice tells you what you can expect when the Council collects your personal information. This notice applies to information the Council collect in relation to nominations for national awards, Royal visits or invitations to attend Royal Garden parties.

Stage one: Who are we?

The Lord-Lieutenant is the Queen's representative in South Yorkshire. BMBC provides administrative support for the effective running of the Lord-Lieutenant's office. The Lord-Lieutenant's role includes: arranging visits by Members of the Royal Family, and escorting them as appropriate; presenting Honours and Awards on behalf of the Queen; duties in connection with the armed forces, in particular the reserve forces; participating in civic, voluntary and social events and encouraging charitable work and local initiatives within South Yorkshire

Stage two: What type of information we will collect from you

- Personal Information such as name, address, telephone number, email address
- Information about organisations of which you may be a member or representative, and the activities you undertake in that role
- Information about the dates you have been active in that role
- Information such as honours, rank or qualifications you have been awarded that provide background information for citations used for national awards, Royal visits or garden parties

We will not collect any information from you that we do not need to provide and oversee this service to you.

Stage three: Why do we need your personal information

We will use your information to:

- enable us to arrange for Royal visits to be carried out or a national award issued
- enable us to issue invitations for Royal garden parties
- ensure that an award or invitation previously given is not duplicated

Stage four: How we will collect your personal information

You information will be collected by the Lord-Lieutenant or one of 36 Deputy Lord-Lieutenants often following a nomination received from members of the public. This will be used to complete a nomination form for a national award, a Royal visit or an invitation to a garden party. A range of networks in the local community, where there is knowledge about your eligibility for this recognition, will also be used to collect more information about you.

Stage five: Our Legal Basis for processing your information

We collect and use your information under:

6(1)(e) – 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

You cannot nominate yourself for a national award, Royal visit or garden party invitation. To receive this service, we need to use your information to complete the necessary nomination form. Your information will not be used for any other purpose.

Stage six: Why we may need to share your information

The Council on behalf of the Lord-Lieutenant will only share your information insofar as it is necessary to make arrangements for a national award, a Royal visit or garden party invitation, or to check your eligibility.

Stage seven: Who we may share your information with

Where there is a need identified, as outlined in section 6 above, your information will be shared with the Royal Household and on a list accessible only to the Lord-Lieutenant and Deputy Lord-Lieutenants. The function described at section 5 cannot otherwise be carried out effectively.

Stage eight: How long will your information be kept?

The Council on behalf of the Lord-Lieutenant are required to keep your basic personal information (name, address, contact details etc.) for a period of 75 years, after which time it will be securely destroyed. This is the period during which we need to check that a proposed award, visit or invitation is not duplicated. For more information on our retention schedule please visit [Barnsley Metropolitan Borough Council privacy notice](#).

Stage nine: What will happen if you fail to provide personal information?

If you fail to provide or we fail to collect your information, it will not be possible to consider you for a national award, visit or garden party invitation

Stage ten: How to access and control your personal information

The Council on behalf of the Lord-Lieutenant has a Data Protection framework in place to ensure the effective and secure processing of your information. For details on how your information is used, how we maintain the security of this and your rights to access the information we hold about you, please refer to the [Barnsley Metropolitan Borough Council privacy notice](#)

Should you need to contact us to discuss how we use your information, please contact our Customer Feedback and Improvement Team by email at informationrequests@barnsley.gov.uk or by telephone on 01226 773555 and ask to speak with the above Team. If you are not satisfied with our response you may contact our Data Protection Officer on DPO@barnsley.gov.uk.

If you are not satisfied with the way we have handled your information, the Information Commissioners Office (ICO) is the UK's independent authority upholding information rights in the public interest and can be contacted at www.ico.org.uk