

## Terms and Conditions

### The Judging Process

A panel of expert judges will draw up a shortlist from the entries for each of the categories which will be announced during September 2019.

The winners will be announced on Sunday, 6th October 2019, at Hilton Park Lane, London.

The judges' scores will be based on the nomination form and support material that has been received prior to the closing date.

### Terms and Conditions

The entrant will be deemed to have read and understood these rules upon entering the UKBCCI Business and Entrepreneur Excellence Awards 2019 and be bound by them.

All entrants agree to be published worldwide without reserve by UKBCCI for publicity purposes, unless information submitted is clearly marked as confidential. Nominees may be required to take part in both pre and post-event publicity, including filming, and consent to their name and image being used for such purposes.

There is no fee for submitting an entry form and there are no restrictions regarding the number of entries or categories an individual/organisation can enter. A separate entry form must be completed for each category entered. The organiser will have the right to reject (without giving reasons) any application form submitted.

The person/company names on the entry form will be contacted by UKBCCI if they are successful. If the name of the nominated contact person changes, UKBCCI must be notified immediately.

Entrants may be required to provide additional information upon request from UKBCCI. The information provided in support of your application should be true, accurate and complete in all respects. You may, upon request, be asked to provide evidence to verify any claims made in such information.

Entries cannot be returned and become the property of the Organiser. UKBCCI cannot accept responsibility for any lost, damaged, mislaid or late entries.

### The shortlist for the UKBCCI Business and Entrepreneur Excellence Awards 2019 will be announced in September 2019.

Successful nominees will be notified by email as soon as possible after this date.

All winners will be announced on the evening of the award's ceremony.

UKBCCI reserves the right to change the categories and transfer an entry to another category, without prior notice to entrants, if the judging panel deem this appropriate.

UKBCCI reserves the right to withdraw an entry from the judging process at any time if the entry is deemed inappropriate for any reason. UKBCCI's decision is final. No appeal can be made under any circumstances.

A panel of judges, selected by the organiser, including leading representatives from the industry, will review all of the entries received and create a shortlist of three finalists for each category. The shortlist will be announced on the UKBCCI Business and Entrepreneur Excellence Awards website during September 2019.

The judges' decision regarding the winners is final and no correspondence will be entered into.

UKBCCI reserves the right to change key dates relating to this event, without prior notice to entrants, if necessary.

The Organiser's decision on all matters affecting this awards scheme is final and legally binding.

These terms and conditions are governed by the English Law and the courts of England shall have exclusive jurisdiction.

## **Awards Nominations - Privacy Notice**

This privacy notice explains what personal data (information) we hold about you and your nominee, how we collect, how we use and may share information about you. We are required to give you this information under data protection law.

The UKBCCI collects, uses and is responsible for certain personal information about you.

When we do so we are regulated under the General Data Protection Regulation (GDPR) which applies across the European Union (including in the United Kingdom) and we are responsible as 'controller' of that personal information for the purposes of those laws.

### **Your personal information**

Processing of your personal details is necessary in processing the nomination of the named nominee. We will always ensure that your information is held confidentially and accessed only by those people involved in processing the nomination.

### **Personal details of the nominee**

Processing of the nominee's personal details is also necessary to carry out the awards task - which in this case is the purpose of the conferring by us of any award. We collect the personal information necessary to process applications. This is with the purpose of making a determination of eligibility and suitability for an award. We may collect or receive personal data about a nominee.

Nominations should always be made in confidence. **There is no requirement for the nominator to obtain the consent of the nominee.**

### **Information collected by us**

In the course of running the awards process, from nomination to awards, we collect the following personal information, when you (the nominator) provide it to us:

- Nominee's personal information (such as name, address, contact details: phone number and email address)
- Nominator's personal information provided (such as name, address, contact details: phone number and email address)
- Reason for nomination (achievements and efforts recognised)
- Photographs and images provided with nomination, and any other photographs or images supplied with consent

We also obtain personal information from other sources:

- We may seek further comments from your nominator about your more recent achievements and efforts to ensure we are up to date.

### **How we use your personal information**

We use your personal information to:

- This data is held with a central team and not shared
- Transfer your nomination story into a Word document for the judging panel
- Securely save your nomination form and further information submitted into a secure area
- Present awards and certificates
- Where consent has been given for photos and recordings, these will be used by the UKBCCI press office to publicise the event
- Evaluate and quality assure the services we provide throughout the organisation of the awards

### **How long your personal data will be kept**

We will hold the finalists personal information securely by retaining the name and contact details of the finalists relating to the awards event for the current year. All personal information and nomination forms are then securely destroyed after three months from the main awards event which is held on Sunday October 6th October 2019.

Photos and recordings will be used by the UKBCCI press office and will be placed online and enter the public domain.

### **Reasons we can collect and use your personal information**

We collect and use your personal information as we have a legitimate interest to collect awards nominations to promote positive stories and to celebrate the efforts and achievements of people and groups across commerce and industry.

Following the judging process, we will rely on the consent of the winners to process their personal information.

We rely on consent for the taking and use of photos, sound bites and video recordings. The approved photographers will be made aware of those who have not provided their consent.

The nominee may withdraw your consent at any time. The nominator may request that the UKBCCI withdraw their information or the nomination. If you request that the nomination or your details are withdrawn prior to judging, your nomination will not be processed any further and any personal information that had been collected will be held in line with data protection legislation.

If you are nominated for the award and you remove your consent after the awards evening, your name will be removed from the website. If you withdraw your consent to photographs and video recording being taken prior to the award ceremony your photograph will not be taken at the event. If you withdraw your consent after the photographs have been put online, if able to, we will remove your photograph from the webpage.

## **Who we share your personal information with**

- Information is passed to the judging panel
- The person or organisation who made the nomination.
- UKBCCI's office in order to issue press releases which are issued following judging rounds, and photos and information of name, business name, age, location and a summarised story are provided, where consent has been given
- The presenters of the award ceremony so that they can read the agreed script and share your positive story with the audience

Your information will not be shared with any third party unless we are required to do so by law.

## **Your rights**

Under GDPR you have rights which you can exercise free of charge which allow you to:

- Know what we are doing with your information and why we are doing it
- Ask to see what information we hold about you (subject access request)
- Ask us to correct any mistakes in the information we hold about you
- Object to direct marketing
- Make a complaint to the Information Commissioners Office
- Withdraw consent at any time (if applicable)

Depending on our reason for using your information you may also be entitled to:

- Ask us to delete information we hold about you
- Have your information transferred electronically to yourself or to another organisation
- Object to decisions being made that significantly affect you
- Object to how we are using your information
- Stop us using your information in certain ways

We will always seek to comply with your request however, we may be required to hold or use your information to comply with legal duties. Please note, your request may delay or prevent us delivering a service to you.

The UK Information Commissioner's Office (ICO) website contains further information about your rights, including the circumstances in which they apply on individuals' rights under GDPR.

## **Keeping your personal information secure**

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

## **Who to contact**

Contact the UKBCCI if you have a complaint about why your information has been collected, how it has been used or how long we have kept it for, please use our contact form.

## **You can contact our Data Protection Officer:**

- Email: [info@ukbccci.org.uk](mailto:info@ukbccci.org.uk)
- Write to: Data Protection Officer, UK Bangladesh Catalysts of Commerce & Industry, Unit- S1, The Montefiore Centre, Hanbury Street, London E1 5HZ

GDPR also gives you right to lodge a complaint with a supervisory authority. The supervisory authority in the UK is the Information Commissioner. You can contact the Information Commissioner's Office (ICO) at:

Wycliffe House

Water Lane

Wilmslow

Cheshire SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.

Alternatively, visit the Information Commissioner's Office (ICO) website or email [casework@ico.org.uk](mailto:casework@ico.org.uk)

## **Further information**

Read our Privacy and Cookie Notices