**CAERPHILLY TOWN COUNCILCOMMUNITY SERVICE AWARD SCHEME**

**YOUR NAME:**

**ADDRESS:**

**TEL NO:**

**EMAIL:**

**NOMINEE:**

**NOMINEE’S:**

**ADDRESS**

**DATE OF NOMINATION:**

**REASON FOR NOMINATION:** (Separate sheet and photos can be attached if appropriate)

**DATA PROTECTION**

The Town Council will be data controller for any personal data you provide as part of this application. When the application is reported to the Town Council the name and address of the contact person will not normally be published, however the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 allow the public to ask to see information held by public bodies, including information that has not been published. Where financial assistance is approved your data will be kept for 7 years as part of the Town Council’s financial records.

Under data protection legislation you have the right:

To access the personal data the Town Council holds on you.

To require us to rectify inaccuracies in that data.

To lodge a complaint with the Information Commissioner’s Office (ICO) who is the independent regulator for data protection.

The contact details for the ICO Wales Regional Office:

 Information Commissioner’s Office

 2nd floor

 Churchill House

 Churchill Way

 Cardiff

 CF10 2HH

 Tel: 02920 2067 8400

 Email: wales@ico.org.uk