

Privacy Notice for Council Awards & associated prize draws

What this document is for

This privacy notice provides details on how we, Broadland District Council and South Norfolk Council (“the councils”), use your personal information for the purposes of facilitating Council Awards; these include the business awards, pub of the year awards and retailer of the year awards.

By ‘use’ we mean the various ways it may be processed, including storing and sharing the information.

The Councils are what is known as the ‘Data Controller’ for your data, and act as independent, sole data controllers. The Council area that the nominated business is located in is the ‘Data Controller’ for your personal data in the majority of cases, where the award category relates solely to the district’s area.

Where one category covers both districts, the nomination and all personal data associated with it will be submitted to both councils and each council is therefore a Data Controller. This is the case for the following categories of the business awards:

- Business Growth
- Business Innovation
- Employer of the Year
- Environmental Impact
- Food and Drink Producer of the Year
- Insurance, Financial or Professional Services
- Manufacturing and Engineering Business of the Year
- New Business
- Tourism Business of the Year

Further details

We also provide the following details in our general privacy notice on our websites (please follow relevant link below to access these)

- Your rights under the UK General Data Protection Regulation (the UK GDPR) and how to exercise them;
- How to make a complaint and contact our Data Protection Officer; and
- How to contact the regulator, the Information Commissioner’s Office

[South Norfolk Council](#) [Broadland District Council](#)

What we use your information for

South Norfolk and Broadland Councils will use your information to:

- validate your nomination
- contact nominees to notify you that you have been shortlisted and to make arrangements to visit you and for you to attend our awards ceremony
- if you are shortlisted, we may use the details provided to contact you for feedback and request promotional input for council publications and social media channels.
- if you win, we will use the details provided to contact you for feedback and request promotional input for council publications and social media channels
- Further promote the Business Awards by taking Photos & Films at the awards ceremony. If you have agreed to being photographed or filmed, this will be used for council publications and social media channels.
- To enable due diligence checks on your business.
- Sharing your dinner choices and any allergies with the venue for the awards ceremony evening
- If applicable, enter the person making the nomination into a prize draw and contact the winner. We will mention you in social media as a winner. When you collect your prize, we will ask to take photos and use these in a social media campaign to further advertise the Business Awards as well as promote the business you have chosen the voucher for.

What personal data we collect and use about you

We will collect and use the following information:

Nominator:

- Name
- Email address

Nominee:

- Name
- Contact information: Address, email address, and telephone number(s)
- Details of your business, including financial details (for the new business and business growth award) . Provided by the nominator)
- Details submitted as part of the application.

Attendees of the Awards Ceremony:

- Name of guests & details of any allergies
- Photos & Videos

Competition draw winner:

- Name
- Email address
- Photos

Who provides this information

We receive most of this information from you as the nominator or nominee. We may also obtain some data from the following Council departments where relevant in order to under due diligence checks on your business:

- Business Rates
- Planning
- CNC Building Control
- Food, Health & Safety
- Environmental Protection

How we share your information

We undertake due diligence checks and will share your name, business name and address with other council services listed above.

We will also share yours and your guests' names, food choices and any allergens with the award ceremony venue.

Any information which is shared will only be shared on a need-to-know basis, with appropriate individuals. Only the minimum information for the purpose will be shared.

How the law protects you and the legal basis for processing your information

We have legal grounds under the UK GDPR to process this information and do so with your consent.

In terms of photography, if you do not want us to use any images of you from the awards ceremony in future publications you can ask us to stop using your images at any time by emailing jointcommsteam@southnorfolkandbroadland.gov.uk. We will ensure that your images are not used in future publications, although they may remain in publications already in circulation.

How long will we keep your personal information for

We will retain data in relation to unsuccessful nominations and all competition entrants for six months from the date of entry for administration purposes only. We will retain the personal data relating to shortlisted businesses, winners and competition winners for one year from the date of Awards Ceremony.

We will retain allergen details of guests attending the Awards Ceremony for a six-month period from the date of your RSVP for administration purposes only and will be destroyed thereafter.

All photographs and recordings taken at the Ceremony and of competition winners will be kept for 8 years from the date of capture and will be destroyed thereafter.

How we keep your information

The information is stored electronically, on the Council's network including records management systems.

Changes to this notice

We may amend this privacy notice at any time so please review it frequently. The date below will be amended each time this notice is updated.

This notice was updated in October 2026