



Clare Older People's Volunteer of the Year Award 2025

10th Anniversary Celebration

Do you know a worthy volunteer 55 years or older?

Nomination Form

We invite you to nominate a volunteer, 55 years or older, who has made a difference through volunteering. We run this award to acknowledge volunteers who work to improve our communities. Please complete this form and return it to:-

**Clare Older People's Council, c/o Rural Development Dept.,
Clare County Council, New Road, Ennis, Co. Clare, by
5pm on Friday 2nd May 2025**

The form has three parts. As the person nominating a volunteer, you need to complete Part 1 and Part 2. The person you are nominating has to complete Part 3. We also include our full privacy statement for the Clare Older People's Volunteer of the Year Award 2025 on pages 5 to 7 inclusive.

Part 1: About you – the person nominating a volunteer

Personal information:	
Name	
Email	
Contact number	
Voluntary Group/Committee (if applicable)	
Voluntary Group/Committee's address	

Giving your consent to use your personal information

Do you consent to providing the above personal information to administer the Clare Older People's Volunteer of the Year Award 2025? **Yes** **No**

You can withdraw your consent at any time by telephoning (065) 684 6240 or emailing: agefriendlyclare@clarecoco.ie

Clare County Council uses your personal information (above) solely to contact nominators about the Clare Older People's Volunteer of the Year Award 2025. In Clare County Council, the protection of personal data is a key priority and data will be processed in line with the privacy statement which is attached.

I also confirm that I have informed the individual that I have nominated them for the Clare Older People's Volunteer of the Year Award 2025.

Signed: _____

Date: _____

About you – the Nominee

Personal information:	
Name	
Email address	
Postal address	
Contact Number	

Giving your consent to use your personal information

Do you consent to providing the above personal information to administer the Clare Older People’s Volunteer of the Year Award 2025? **Yes** **No**

You can withdraw your consent at any time by telephoning (065) 684 6240 or emailing: agefriendlyclare@clarecoco.ie

Clare County Council uses your personal information (above) solely to contact nominees about the Clare Older People’s Volunteer of the Year Award 2025. In Clare County Council, the protection of personal data is a key priority and data will be processed in line with the privacy statement which is attached.

Signed: _____

Date: _____

Appendix: Clare County Council – Data Protection Privacy Notice for ‘Clare Older People’s Volunteer of the Year Award 2025’ – January 2025

DOCUMENT NO.	REVISION NO.	DETAILS	EFFECTIVE DATE
BB-PN-03	5	Clare Older People’s Volunteer of the Year Award 2025	January 2025

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).

The Council’s Data Protection Officer

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) 684 64237 or (065) 684 6200, email: dpa@clarecoco.ie

Clare County Council’s contact details in relation the Clare Older People’s Volunteer of the Year Award 2025 is:

Age Friendly Programme Manager,

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 2025.

The purposes of the data processing for the Clare Older People's Volunteer of the Year Award 2025:

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 2024-2030 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 – selected Council staff

A small number of Clare County Council staff will process the data. These staff will be 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 so that certificates can be printed.

The names of nominees may feature in:

- Clare County Council media releases,
- in public communications, and
- on social media.

Photographs of nominees

Nominees may be invited to be photographed and we make it clear to the people who agree to getting their photo taken that we plan to use the photographs 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,
- check accuracy of data held about you.

In addition, if the data we hold 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) 684 6237 or (065) 684 6200, 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, you are entitled to make a complaint. You can complain 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.