NOMINATION FOR A UK NATIONAL HONOUR

**Please read the accompanying guidance notes before completing this form.**

**(Privacy Notice attached at Annex A)**

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| NOMINEE |
| *Please clearly print or type the following details about the person you are nominating. You must ensure that all sections of this form are completed or we will be unable to consider your nominee.* |

**I nominate the following person for a UK national honour:**

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| --- | --- | --- |
| Surname: |  | *It is most important that the name given is accurate and that the spelling is correct.* |
| Forenames: |  |  |
| Known as: |  | *If different from above.* |
| Title: |  | *E.g. Mr, Mrs, Miss, Ms, Dr, Rev etc.* |
| Address: |  | *Please include as full an address as possible.* |
|  |  |  |
|  |  |  |
|  |  |  |
| County: |  |  |
| Post Code: |  |  |
| Date of Birth: |  | *Or approximate age if date of birth is not known.* |
| Telephone no: |  | *If known. (Incl. area code if land line number.)* |
| Personal email address: |  |  |

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| Nationality: |  | British | *Please tick.* |
|  |  | Other (please specify) | *We need to know the nationality of your nominee in order to decide the appropriate type of award. Certain non-UK citizens may only receive honorary awards.* |

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| *The information contained in this nomination is strictly confidential and will not be communicated to any  person other than those involved in the administration of the Honours System with the exception of  background information provided overleaf, which may be used in association with the announcement of any  honour granted.* |

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| THE RECOMMENDATION |
| In this section, space has been provided for you to set out details of how the nominee has made a significant contribution in their area of activity whether it is in the public, private or voluntary sectors.  We are looking for people with exemplary service, which may be paid or unpaid, who have changed things, with an emphasis on practical achievement; have demonstrated innovation and entrepreneurship; are examples of the best sustained and selfless voluntary service or have delivered in a way that has brought distinction to UK life.  It is important that you give as much detail as possible about what your nominee has achieved which makes them stand out against others and make it clear if the achievement is in one area or in a number of different areas. |
| **Please state in not more than 20 words the service for which you consider that the nominee should receive an honour (for example, services to disabled people in Northern Ireland).** |

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| **Please list the post(s), with start and end dates, in which the nominee has excelled.**   * **If you do not know exact dates, please estimate the period of time.** * **Please state if the post was paid or unpaid or you do not know.** |

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| **Please describe the benefits resulting from the nominee’s service to a particular field, area, group, community or humanity at large.**   * **What has their impact been?** * **How wide is their influence?** * **What are their achievements?** |

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| **Are there others giving a similar service to that of the nominee? (Please delete as appropriate.)**  **Yes/No.**  **If YES, please what makes the nominee and their contribution stand out from such people?** |

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| **Please list any other ways in which the nominee’s contribution been recognised elsewhere (for example, in the media, by awards, by professional/interest groups or through local government)?**  **Please attach any documents which provide evidence of that recognition (for example, newspaper clippings or letters).** |

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| LETTERS OF SUPPORT |
| Please obtain two or more letters which endorse the nominee’s contribution from people who are familiar with his or her services. Ideally these should be attached to this form, but they may be sent separately. Please list below the names of the supporters, and **tick the box if their letter is to follow**. |

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| **Supporter’s name** | **Role in which the supporter has known the nominee (for example, colleague, friend).** | **Please tick the box if their letter of support is to follow.** |
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| DETAILS OF PERSON MAKING THE NOMINATION |

**My name and address:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Surname: | |  | | |  |
| Forenames: | |  | | |  |
| Title: | |  | | |  |
| Address: | |  | | | *This address will be used for an acknowledgement and any future correspondence.* |
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|  | |  | | |  |
|  | |  | | |  |
| Post Code: | |  | | |  |
| Telephone no: | |  | | | *(incl. area code)* |
| Email address: | | |  | |  |
| Relationship to nominee: | | |  | | *Please state your relationship to the nominee (e.g. son, wife, colleague, friend).* |
| Signature: |  | | | Date: |

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| *Please send this form and any enclosures to:* | |
| **Northern Ireland Honours Secretariat**  **THE EXECUTIVE OFFICE**  **Stormont Castle**  **BELFAST**  **BT4 3TT** | Email:  [honours@executiveoffice-ni.gov.uk](mailto:honours@executiveoffice-ni.gov.uk)  Telephone no. (028) 9037 8143 or (028) 9037 8138 |

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| **FOR HONOURS SECRETARIAT USE ONLY:** | |  |  | |
| Date form received: |  | | |  |
| Reference number: |  | | |  |
| Date acknowledged: |  | | |  |

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| *EQUALITY MONITORING* |

The information provided in this section is used for monitoring purposes only, to allow us to compile information about who nominates and is nominated for honours. It is not used to assess nominations and has no bearing on the outcome of the nomination. You do not have to provide this information, but it helps the monitoring of the honours system if you do.

**Disability**

Under the Equality Act 2010, a person has a disability if they have a physical or mental impairment and the impairment has a substantial and long term adverse effect on their ability to perform normal day-today activities.

Do you consider that you have a disability? (Please delete as appropriate.) Yes/No/Prefer not to say.

Do you consider that the nominee has a disability? (Please delete as appropriate.) Yes/No/Prefer not to say.

**Ethnic Origin**

Which group do you identify with? Please tick one box. The options are listed alphabetically.

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| --- | --- | --- | --- |
|  | **Asian** |  | **Black** |
|  | Bangladeshi |  | African |
|  | Indian |  | Caribbean |
|  | Pakistani |  | Any Other Black Background (specify if you wish) |
|  | Any Other Asian Background (specify if you wish) |  |  |
|  |  |  |  |
|  | **Chinese** |  | **Mixed Ethnic Background** |
|  | Any Chinese Background (specify if you wish) |  | Asian and White |
|  |  |  | Black African and White |
|  | **White** |  | Black Caribbean and White |
|  | White Background (specify if you wish) |  | Any Other Mixed Ethnic Background (specify if you wish) |
|  |  |  |  |
|  |  |  | **Any Other Ethnic Background** |
|  |  |  | Any Other Ethnic Background (specify if you wish) |

And which group does your candidate for an honour identify with? Please tick one box

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| --- | --- | --- | --- |
|  | **Asian** |  | **Black** |
|  | Bangladeshi |  | African |
|  | Indian |  | Caribbean |
|  | Pakistani |  | Any Other Black Background (specify if you wish) |
|  | Any Other Asian Background (specify if you wish) |  |  |
|  |  |  |  |
|  | **Chinese** |  | **Mixed Ethnic Background** |
|  | Any Chinese Background (specify if you wish) |  | Asian and White |
|  |  |  | Black African and White |
|  | **White** |  | Black Caribbean and White |
|  | White Background (specify if you wish) |  | Any Other Mixed Ethnic Background (specify if you wish) |
|  |  |  |  |
|  |  |  | **Any Other Ethnic Background** |
|  |  |  | Any Other Ethnic Background (specify if you wish) |

**Annex A**



**Privacy Notice for Honours Nominations**

**Data Controller Name:** Head of the Civil Service’s Office, a division of The Executive Office (TEO)

**Address**: The Executive Office, Stormont Castle, Stormont, Belfast, Co Antrim, Northern Ireland

BT4 3TT

**Telephone**: 028 9037 8143

**Email:** honours@executiveoffice-ni.gov.uk

**Data Protection Officer Name**: David Lammey

**Telephone:** 028 9052 2377

**Email:** [David.Lammey@executiveoffice-ni.gov.uk](mailto:David.Lammey@executiveoffice-ni.gov.uk)

**Why are you processing my personal information?**

The processing of the nominee’s and the nominator’s personal details is necessary for the Crown to exercise its function of conferring an honour or dignity. The Honours Secretariat in the Executive Office collects the personal information necessary to determine eligibility and suitability for an award.

**What is your lawful basis for processing personal information?**

In order to comply with data protection legislation, we must have a lawful basis for processing any personal data.  The processing that this Department carries out is on a ‘Public task’ basis (i.e. the processing is necessary for the Department to perform a task in the public interest or for our official functions, and the task or function has a clear basis in law).  As detailed below, some of the information we process will be of a particularly sensitive nature (e.g. relates to race or ethnicity), and the condition for processing this special category (sensitive) personal data is for ‘reasons of substantial public interest’. There is no requirement for the nominator to obtain the consent of the nominee. Nominees should not be told that they have been nominated as it is not fair to raise their expectations.

**What categories of personal data are you processing?**

We are processing both personal data and special category (sensitive) personal data. Personal data processed includes name, address, and date of birth. Special category (sensitive) personal data includes race, ethnicity, and disability information.

**Where do you get my personal data from?**

Personal data originates from the Honours nominator and nominations are received in confidence. The nominator can be any individual or organisation - for example, a member of the public, a Northern Ireland Civil Service Department, local politicians, Lord Lieutenants, or from UK Government departments including the Cabinet Office and the Foreign and Commonwealth Office.

**Do you share my personal data with anyone else?**

Personal information is shared with other Government departments, or those staff in other public bodies who are involved in the nomination process. For example, personal information may be shared confidentially and securely with Northern Ireland Civil Service Departments; Cabinet Office, other UK Government Departments, and Lord Lieutenants appointed by the Queen for the purposes of processing the Honours nomination.

**Do you transfer my personal data to other countries?**

Sometimes it may be necessary to transfer personal information overseas. When this is needed information may be transferred to countries or territories around the world. Any transfers made will be in full compliance with all aspects of data protection legislation.

**How long do you keep my personal data?**

Information relating to administering the honours system, including personal data, may be retained by the Executive Office for 20 years. Public nomination working papers will be destroyed 7 years after the last activity on the file. A record will be maintained in perpetuity of those nominees who receive an honour for the purposes of maintaining the records of the honours system.

**Is automatic decision making or profiling used to make decisions about me?**

Your information will not be used in respect of automated decision-making including profiling.

**Is my information held securely?**

The personal information supplied, will be managed in accordance with Data Protection legislation and in accordance with the TEO retention and disposal schedule. In particular, the information will be kept for no longer than is necessary for the purposes for which it has been obtained. The Department adheres to the NICS Guide to Physical, Document and IT Security to ensure that your personal information is processed and handled in a safe and secure manner. Information is held in line with the NICS Guide to Physical, document and IT security. Specifically your information is held electronically on the NICS secure records management system (HPRM) and only accessible by a restricted number of authorised staff. Personal information shared by email is protected by secure Government email systems, and any personal information communicated by email outside of the government email system is password protected.

**What rights do I have?**

* You have the right to obtain confirmation that your data is being [processed, and access to your personal data](https://ico.org.uk/for-organisations/data-protection-reform/overview-of-the-gdpr/individuals-rights/the-right-of-access/)
* You are entitled to have personal data [rectified if it is inaccurate or incomplete](https://ico.org.uk/for-organisations/data-protection-reform/overview-of-the-gdpr/individuals-rights/the-right-to-rectification/)
* You have a right to have personal data erased and to prevent processing, [in specific circumstances](https://ico.org.uk/for-organisations/data-protection-reform/overview-of-the-gdpr/individuals-rights/the-right-to-erasure/)
* You have the right to ‘block’ or suppress processing of personal data, [in specific circumstances](https://ico.org.uk/for-organisations/data-protection-reform/overview-of-the-gdpr/individuals-rights/the-right-to-restrict-processing/)
* You have the right to data portability, [in specific circumstances](https://ico.org.uk/for-organisations/data-protection-reform/overview-of-the-gdpr/individuals-rights/the-right-to-data-portability/)
* You have the right to object to the processing**,** [in specific circumstances](https://ico.org.uk/for-organisations/data-protection-reform/overview-of-the-gdpr/individuals-rights/the-right-to-object/)
* You have rights in relation to[automated decision making and profiling](https://ico.org.uk/for-organisations/data-protection-reform/overview-of-the-gdpr/individuals-rights/rights-related-to-automated-decision-making-and-profiling/)

**How do I complain if I am not happy?**

**If you are unhappy with any aspect of this privacy notice, or how your personal information is being processed, please contact *David Lammey, Data Protection Officer at: The Executive Office, Information Management and Central Advisory Branch, room A5.16, Castle Buildings, Stormont Estate, Belfast BT4 3SL*. If you are still not happy, you have the right to lodge a complaint with the Information Commissioner’s Office (ICO):**

**Information Commissioner’s Office**

Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Tel: 0303 123 1113

Email: casework@ico.org.uk

<https://ico.org.uk/global/contact-us/>

**March 2019**