

Awarded through a public vote this award is for the museum which looks after the object which has captured the public imagination the most this year. This award is your museum’s chance to highlight the best of your collection, perhaps a ‘signature object’ or new acquisition and as a result promote your whole museum to a new audience.

In order to enter this category we will need a high quality digital image of your item with any copyright waived for us so that we can use the image on our publicity. We hope that you will enter the spirit of this award and perhaps promote your object within your museum using our logo and encourage people to vote for you using the web link. The winner will be based on the object which receives the most votes.

This category is open to all members of the Hertfordshire Association of Museums.

**Application Form (please complete all fields)**

|  |  |
| --- | --- |
| **Museum Name:** | |
| **Name and role of person submitting the entry:** | |
| **Email address** | |
| **Object Name:** | |
| **Short Description (150 characters) to go on website. Please describe your object and what makes it special:** | |
| **Long Description (up to 250 words)** | |
| **Image copyright waiver: Please initial to confirm that we can use the image provided in any publicity or marketing material** | **I have read the terms and conditions and completed and signed the consent form overleaf. (Please initial here.)** |

Please complete and return your application and image to [hertsmuseums@hertfordshire.gov.uk](mailto:hertsmuseums@hertfordshire.gov.uk) titled ‘ Object of the Year ’ no later than Monday 22nd July 2019. You will receive notification as receipt of application within 10 days – please contact us as soon as possible if you do not receive confirmation. If you need further information or would like to discuss your application, please contact Gemma Papineau or Lucinda Rowe [hertsmuseums@hertfordshire.gov.uk](mailto:claire.walsh@hertfordshire.gov.uk).

**Consent to use and retain personal information**

Your personal information on this form will be retained so that you can be contacted for marketing and publicity purposes. By giving us information and completing this form you are agreeing to this.

Signature:………………………………………………………Date:………………

Print Name…………………………………………………………………………

**Use of personal information**

Hertfordshire Museums Development Service (Hertfordshire County Council) will collect and use the personal information that you give us to administer your entry for the Hertfordshire Association of Museums Object of the Year Award. This personal information may include name, physical address, email address, and phone number. Hertfordshire Museums Development Service (Hertfordshire County Council) is working with Hertfordshire Association of Museums to run the 2019 Museum Awards. Personal information collected will only be shared with third parties in order to provide the services that you have asked for, unless required by law. All data is stored in the UK. This data will be kept for 2 years.

**Your Rights**

Hertfordshire County Council will be the Data Controller for this information.

You have the following rights in relation to this data:

• You have the right to be informed about what information we hold about you and how we use it.

• You have the right to request copies of any information the Council holds about you by making a subject access request.

• If information we hold about you is factually inaccurate you have the right to have it corrected.

• You have the right to object to the way we are using your data.

• You have the right to request that your data is deleted. However we may be unable to delete your data if there is a need for us to keep it. In this case you will receive an explanation of why we need to keep the data.

• You can also request that we stop using your data while we consider a request to have it corrected or deleted. There may be some circumstances in which we are unable to do this however we will provide an explanation if this is the case.

• In certain circumstances you may also request data we hold about you in a format that allows it to be transferred to another organisation.

• In the event that decisions are taken using automated processes you have the right to request that these decisions are reviewed by a member of staff and to challenge these decisions.

If you would like to request copies of your data, request that your data is deleted or have any other queries in relation to data which the Council holds about you please contact the Data Protection Team.

Data Protection Team, Hertfordshire County Council, County Hall, Pegs Lane,Hertford SG13 8DQ Tel: 01992 588099. Email: [data.protection@hertfordshire.co.uk](mailto:data.protection@hertfordshire.co.uk)

You can also contact our Data Protection Officer at [dataprotection.officer@hertfordshire.gov.uk](mailto:dataprotection.officer@hertfordshire.gov.uk) or in writing to the address above.

If you are unhappy with the way that Hertfordshire County Council has used your data or with the way we have responded to a request you also have the right to contact the Information Commissioner’s Office [www.ico.org.uk](http://www.ico.org.uk) .

**Terms and conditions for Object of the Year Award entries**

Copyright:- All images submitted must be free of copyright.

The winner will be decided by an on-line public vote. The object with the greatest number of votes at midnight on Monday 30th September will be named the HAM Object of the Year 2019. In the event of a tie the entries with the most votes will be put into a hat and one winner randomly selected.

The Museums Development Team may use photos and descriptions submitted for publicity and marketing purposes.

The Museums Development Team reserves the right to exclude any entry that is felt to be inappropriate.