

A) The nomination process

1. Nominations must be made via the appropriate online nomination form.
2. Closing date for all nominations is **17:00 hours on Friday 13 September 2019**. Nominations received after this will not be considered.
3. Nominations are open to all current Helplines Partnership member helplines; their staff and volunteers.
4. There is no limit to the number of nominations that can be made per person or per helpline provided they are submitted on separate nomination forms.
5. Helplines Partnership accepts no responsibility for lost, mislaid, incomplete or delayed nominations.
6. Nominated individuals or groups, or those nominating them, may be required to participate in publicity work, including promotion in the media and through online and print formats produced by Helplines Partnership. By entering the awards, you agree, and provide consent, to take part in such publicity with no further recompense.

B) Data protection

1. The holding and processing of personal data is for any purpose reasonably connected with the administration of the awards including publicising the award. Personal data will not be disclosed to any third party.
2. The person submitting the nomination confirms that they have the necessary consents to disclose personal data.

C) The judging process

1. Judging will take place from all the nominations for each of the three categories.
2. The judging will take place under independent supervision.
3. All judges will be independent of Helplines Partnership employees.
4. The full names of the judges shall be made available on request in writing.
5. The judges will base their decision on the contents of the nomination statement or statements (and not on the number of nominations received).

D) The winners

1. The winners of the three Helplines Partnership Helpline Awards will be announced at the Helplines Partnership Helpline Awards ceremony on 6 November 2019.
2. Winners will receive a plaque or trophy. There is no cash or alternative award available, in whole or in part, and the award will be given directly to the winning nominees.
3. Details of the winners will be available on the website www.helplines.org after 6 November 2019.

E) The promoter

1. The promoter of Helplines Partnership Helpline Awards is Helplines Partnership, Ruthlyn House, 90 Lincoln Road, Peterborough PE1 2SP.
2. Copyright of all nominations shall be owned by Helplines Partnership.
3. Helplines Partnership reserves the right to withhold, change or cancel the awards in the event of non-compliance with these rules. Helplines Partnership also reserves the right, at its discretion, to amend the rules at any time. Should this happen, a notice will be displayed on the website www.helplines.org.

The judges' have absolute discretion as to who is selected and their decisions are final. No correspondence will be entered into.

Entry in the awards signifies acceptance of these Terms and Conditions.