



General Data Protection Regulations (Service)

Consent to hold Contact Information (Councillors)

I agree that I have read and understand Nelson Town Council's Privacy Notice and the Councillor Privacy Notice. I agree by signing below that the Council may process my personal information for providing information and corresponding with me.

I agree that Nelson Town Council can keep my contact information data for an undisclosed time or until I request its removal.

I have the right to request modification on the information that you keep on record.

I have the right to withdraw my consent and request that my details are removed from your database.

Contact Information on the Town Council website

Please indicate your consent to the options set out below:

- In my capacity as a Town Councillor, I consent to having my personal address to be advertised on the website to enable residents to contact me
- In my capacity as a Town Councillor, I consent to having my telephone number(s) to be advertised on the website to enable residents to contact me
- In my capacity as a Town Councillor, I do not consent to having my personal address and telephone number to be advertised.
- I consent to my photo to be advertised on the Town Council website and other council promotional materials
- I consent to providing a short resume about myself that will be uploaded on the town council website.

Name	
Address	
Telephone No.	
Email Address	
Facebook	
Twitter	
Signature	

Date	
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For office use only:

Guidance Notes Data Sharing Checklist – systematic data sharing

Scenario: You want to enter into an agreement to share personal data on an ongoing basis is this form relevant and the sharing justified? Read the below:

Key points to consider:

What is the sharing meant to achieve?

Have you assessed the potential benefits and risks to individuals and/or society of sharing or not sharing?

- Is the sharing proportionate to the issue you are addressing?
- Could the objective be achieved without sharing personal data?

Do you have the power to share?

Key points to consider:

- The type of organisation you work for.
- Any relevant functions or powers of your organisation.
- The nature of the information you have been asked to share (for example was it given in confidence?).
- Any legal obligation to share information (for example a statutory requirement or a court order).

If you decide to share

It is good practice to have a data sharing agreement in place.

As well as considering the key points above, your data sharing agreement should cover the following issues:

- What information needs to be shared?
- The organisations that will be involved.
- What you need to tell people about the data sharing and how you will communicate that information.
- Measures to ensure adequate security is in place to protect the data.
- What arrangements need to be in place to provide individuals with access to their personal data if they request it?
- Agreed common retention periods for the data.
- Processes to ensure secure deletion takes place.

Date Data received	Date consent received and approved for data to be held	Data received as Phone, email, hard copy or other	Data approved to be shared with the below	Removal of consent received	Date data disposed of and method of disposal actioned