**Maiden Bradley with Yarnfield Parish Council**

Sarah Jeffries 9 Beech Grove

Warminster

Wiltshire

BA12 0AB

07540611906

maidenbradley@virginmedia.com

**Councillor Privacy Notice**

**When you sign your acceptance of office and take your seat on Maiden Bradley with Yarnfield Parish Council**

The information you provide (personal information such as name, address, email address, phone number, register of interests and other relevant information) will be processed and stored so that it is possible to contact you, respond to your correspondence and retain information relating to your time in office with the Council. (The Council ask that you provide a dedicated email address for conducting Council business). Your role as a councillor requires the publication of your name and certain contact details. This information will be published by the Council.

You may provide additional contact details which are not for publication. If you do so, the Council will hold that information with your express consent and the information will not be shared with any third party.

**The legal basis for the Council’s Right to Process Your Information**

General Data Protection Regulations Article 6 (1) (a) (b) and (e)

Processing is with consent of the data subject or

Processing is necessary for compliance with a legal obligation or

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

**Information Security**

(Your Council name) has a duty to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies. Copies of these policies can be requested.

We will only keep your data for the purpose it was collected for and only for as long as is necessary. After which it will be deleted. (You many request the deletion of your data held by Maiden Bradley Parish Council at any time).

**Access to Information**

You have the right to request access to the information we have on you. You can do this by contacting our Data Protection Officer: (Sarah Jeffries PSLCC)

**Information Correction**

If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact: Sarah Jeffries PSLCC clerk@maidenbradley-pc.gov.uk to request this.

**Information Deletion**

If you wish Maiden Bradley Parish Council to delete the information about you please contact: Sarah Jeffries PSLCC clerk@maidenbradley-pc.gov.ukto request this.

**Right to Object**

If you believe that your data is not being processed for the purpose it has been collected for, you may object: Please contact Sarah Jeffries PSLCC clerk@maidenbradley-pc.gov.ukto object.

**Rights Related to Automated Decision Making and Profiling**

Maiden Bradley Parish Council does not use any form of automated decision making or the profiling of individual personal data.

**Complaints**

If you have a complaint regarding the way your personal data has been processed you may make a complaint to Maiden Bradley Parish Council Data Protection Officer: Sarah Jeffries PSLCC clerk@maidenbradley-pc.gov.ukand the Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113

**Summary:** In accordance with the law, Maiden Bradley Parish Council only collect a limited amount of information about you that is necessary for correspondence, information and service provision. Maiden Bradley Parish Council do not use profiling, we do not sell or pass your data to third parties. Maiden Bradley Parish Council do not use your data for purposes other than those specified. Maiden Bradley Parish Council make sure your data is stored securely. Maiden Bradley Parish Council delete all information deemed to be no longer necessary. Maiden Bradley Parish Council constantly review our Privacy Policies to keep it up to date in protecting your data. (You can request a copy of our policies at any time).

**Declaration of Acceptance of Office**

I……………………………………………having been elected/co-opted to the office of Member of Maiden Bradley with Yarnfield Parish Council declare that I take that office upon myself and will duly and faithfully fulfil the duties of it according to the best of my judgement and ability.

I undertake to observe the code of the conduct, as amended, which is expected of members of the Maiden Bradley with Yarnfield Parish Council

Signed: Dated:

This declaration was made and signed before me:

Signed: Dated:
Clerk of Maiden Bradley with Yarnfield Parish Council

**Acceptance of Electronic Summons \*** (See note overleaf)

To the clerk, Maiden Bradley with Yarnfield Parish Council,

I, ……………………………………….……………………….. Give my consent to the summons to attend meetings to be transmitted in electronic form to my email address:

E-mail address:

(Please ensure that this is written clearly.)

I undertake to advise if I change my email address

This consent will continue until I give notice to you withdrawing my consent.

This declaration was made and signed before me:

Signed: Dated:
Clerk of Maiden Bradley with Yarnfield Parish Council

**Explanatory note**

The Local Government Act 1972 sch 12 para 10(2) requires the proper officer of the Council to send to each member of the Council or committee (as the case may be) a summons to attend meetings of the parish council or the committee at least three clear days before the meeting. The summons must be left at or sent by post to the member’s usual place of residence or:

*“where the member has given consent for the summons to be transmitted in electronic form to a particular electronic address (and consent has not been withdrawn), sending it in electronic form to that address”*

<http://www.legislation.gov.uk/uksi/2015/5/pdfs/uksi_20150005_en.pdf>

Contact Details:

Address:

Home Phone:

Office Phone:

Mobile: