|  |
| --- |
| **C:\Users\Celia\Documents\Mossley Town Council\Dianes files at 20 Feb 2014\Logo\LogoMossley.png****Mossley Town Council** |

Mossley Town Council:

12 Netherlees, Lees, Oldham, OL4 5BA:

Email Address:theclerk@mossley-council.co.uk

Tel: 07809 690890:

**General Data Protection Regulations (Service) Consent**

**to hold Contact Information**

I agree that I have read and understand Mossley Town Council’s 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 Mossley 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.

|  |  |
| --- | --- |
| Name  |  |
| Date of birth if under 18  |  |
| Parental/Guardian Consent for any data processing activity |  |
| Address |  |
| Telephone No. |  |
| Email Address |  |
| Facebook |  |
| Twitter |  |
| Signature |  |
| Date  |  |

 **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 |
|  |  |  |  |  |  |

Adopted by Mossley Town Council.

Reviewed: 1 May 2020

Review Date: (May 2021)