

BENTLEY PARISH COUNCIL:

WHITES COTTAGE, HEATH ROAD, EAST BERGHOLT, CO7 6RJ:

Email Address [clerk@bentleysuffolkparishcouncil.gov.uk](mailto:clerk@bentleysuffolkparishcouncil.gov.uk)

### **General Data Protection Regulations (Service) Consent to hold Contact Information**

I agree that I have read and understand (Your Councils Name) 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 (Your Council's Name) 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