



Data Protection Document Instructions

Consent Forms

For activities that are undertaken by virtue of being a town/parish Council you may not have to gain consent to keep personal information. However, if you are in any doubt it would be safer to obtain consent using the consent forms on the Advice Library.

If the Council has allotments but they are run by an allotment association, they will need the consent of the allotment holders and we have included one to be attached to their tenancy agreements.

If the Council has a cemetery you will need to consider any personal information within Exclusive Rights of Burial and memorial requests if they relate to a living person.

If the Council hires out any buildings, land or hosts weddings it will require consent to keep any personal information including contacts. We have included a consent form to be included with the hire agreement. You should also attach the privacy statement to the hire agreement.

If the Council are recruiting staff, it will have to consider the personal information within the application and CV. There is a consent form which can be added to application forms.

Each consent form can stipulate how long the Council will keep the information for and you must have a system in place to keep the signed consent forms. This information must be kept in a safe place as it will evidence that you are complying with the law. There is a excel spread sheet provided within the library to collate such data and it is suggested a folder be set up to store the data.

The forms can be tailored to be used for other services or functions etc. a Town or Parish Council may provide.

Privacy Notice

The Privacy Notice has been laid out in accordance with the guidance from the Information Commissioners Office. You will need to tailor it to your Council, including the Councils contact details.

You must include the Privacy Notice with any form requesting consent. We also recommend that it is put onto the Councils website.

Policies

Policies on the Advice Library may be tailored to your Council and amended or added to. The policies should be reviewed on an annual basis and if anything changes within the Council or legislation.

Approved by members on: 5th June 2019

Due for Review: May 2020

Reviewed Annually