

ROCKLANDS PARISH COUNCIL

Data Protection - Consent Form (Adult)

We need to advise you **exactly** concerning the information we hold about you.

Rocklands Parish council is the **Data Controller** and the Parish Clerk is the **Data Processor**. Contact details for the Parish Clerk are: Ms. Kim Austin, Poplar Farm, 39 Long Street, Great Ellingham, Norfolk, NR17 1LN. Telephone: 01953 455428 Email: clerk2rocklands@btinternet.com

We will always treat the information you provide (personal information such as name, address, email address, phone number, organization) with great care. This data will be processed and stored so that it is possible to contact you and respond to your correspondence and provide any information requested. You will be advised of the purpose for processing the information which we hold about you, and also about the period for which the personal data will be stored. We may need your information for legal reasons or for reasons involving our activities as a Parish Council. We will never share your personal information with anyone else or provide it to a third party unless we have already advised you with whom we have to share your information. We will also let you know how we have received your personal information i.e. if you have given it to us or if we have received it from a third party.

As a data subject you have detailed rights including: right of access to your own personal data, right of correction, erasure and to object to processing and the right to lodge a complaint with the Information Commissioner at their office (the ICO).

Please advise us if you change your mind at any time about our holding this information. You can do this easily by writing to the Parish Clerk.

Please tick this box and then sign and date this form, to say that you consent, but remember, you can change your mind at any time.

Name (Please print)

Signature..... Date.....