

ROCKLANDS PARISH COUNCIL

Data Protection - Consent Form (Child under 13 years)

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**. The data protection officer (DPO) is to be confirmed. 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 your personal information with great care. However, **we need to obtain the consent from your Mum or Dad or your guardian to enable us to hold your information. Please could you take this letter back home to them and ask Mum or Dad or your guardian to sign at the bottom.** 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 information with anyone else 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.

Child's Name (Please print)

Adult's Name (Please print)Contact No.
(Parent or Guardian)

Adult's Signature..... Date.....