

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

I agree that I have read and understand Sutton Benger Parish 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 Sutton Benger Parish 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 | |
| Signature | |
| Date | |

Sutton Benger Parish Council

Website: www.suttonbengerparishcouncil.gov.uk

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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 |
|--------------------|--|---|---|-----------------------------|---|
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