**Notification of Change of details of a Community Council Member**

Use this form to advise the Moray Council of the change of personal details of a Community Council member. A new permission to share personal details form should also be completed by the member involved.

|  |  |
| --- | --- |
| **Community Council Name**  |  |
| **Members Name (no initials please):** |  |
| **Members Home Address including postcode:** |  |
| **Members Telephone Number:** |  |
| **Members Email Address:** |  |

|  |  |
| --- | --- |
| **Change of details effective from (date)** |  |
| **Signed by member** |  |

**Data Protection:**

Your information will be stored and used only for the purpose for which it is collected as detailed below. Your details can be updated at request, by providing notice in writing to the address below. The Moray Council will process your information fairly and lawfully and in accordance with the Data Protection Act 1998.

**By signing this form**, you will be giving your consent to the personal information noted above being used by the Moray Council for the purposes of co-option and membership to a Moray Community Council as detailed in the Moray Council Scheme for the Community Councils 2017-2021.

Member’s information will be passed by The Council’s Community Council Liaison Officer to the Elections Office for purposes of administration and membership of the Community Council. Your details will not be passed onto any other parties without your consent unless you are subsequently elected as an office bearer.

**Should you become a Community Council key office bearer (e.g. Chairman or Secretary)** with whom contact is essential in undertaking Community Council business, some of your personal information may be made available on the Moray Council website ([www.moray.gov.uk](http://www.moray.gov.uk/)). Online information will be available to countries out with the European Economic Area and as a result may not be protected by Data Protection legislation. More information about this is available from the Community Council Liaison Officer or Elections Office.

Please return this form to
Community Council Liaison Officer, Council Offices, High Street, Elgin IV30 1BX

communitycouncil@moray.gov.uk