Community Council Member   
Data Sharing Consent Form

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Before any personal details are released to anyone other than the secretary, consent must be given by the individual member to share this information or data.

**What you have already agreed to**

When members became nominated or co-opted you signed a statement indicating you agreed to your personal data being used:

* for the purposes of nomination/co-option, election and membership in the elections office
* by the Community Council Liaison Officer for administration and membership of the community council
* by the office bearers of the community council you are a member of for the administration and membership of the community council

**What this form is for**

To allow other members of your community council to contact you or for work associated with cross community council working or to allow Community Support officers to contact you, further consent is required for both the CCLO and your Community council secretary to share your contact details.

You are not obliged to share any / all of your contact details with further parties unless you choose to do so.

**Reviewing consent**

It is good practice to review the consent annually or when contact details change.

**My details**

|  |  |  |
| --- | --- | --- |
| **Title** |  | |
| **Common first name** |  | |
| **Surname** |  | |
| **Telephone number** |  | Home / work\* |
| **Mobile number** |  | Home / work\* |
| **Home address and postcode** |  | |
|  | |
| **Email address** |  | |
| **Twitter handle** |  | |

**\***delete as applicable Over/

**My consent**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| I, |  | | | | give consent for the | | | |
| indicated contact details being: (tick as applicable) | | | | | | | | |
|  | my telephone number | | | |  | | | |
|  | my mobile number | | | |  | | | |
|  | my home address | | | |  | | | |
|  | my email address | | | |  | | | |
|  | my social media details (twitter / facebook\*) | | | |  | | | |
|  |  | | | |  | | | |
| **can be shared** with the following parties/organisations: | | | | | | | | |
|  | fellow members of the community council | | | | | | |  |
|  | office bearers of the Joint Community Councils of Moray (JCC) | | | | | | |  |
|  | Community Support Officers of the Moray Council | | | | | | |  |
|  | Other (detail) | |  | | | | | |
|  | | | | | | | | |
| I **do not wish** my personal details to make public | | | | | | | | |
|  | Online on webpages held by the community council | | | | | | |  |
|  | On social media – Facebook etc. | | | | | | |  |
|  | | | | | | | | |
| I **specifically do not wish** to share details with: | | | | | | | | |
| Name of individual(s) /organisation(s) | | | |  | | | | |
|  | | | | | | | | |
| Where audio or video recording takes place during meetings, for the purpose of accurate minutes or other purpose as advised at the time: | | | | | | | | |
|  | I agree to this practice when I am present | | | | | | |  |
|  | | | | | | | | |
| **Signature of member** | |  | | | | **Date:** |  | |
| Office use – A copy of this form must be forwarded to the Community Council Liaison Officer | | | | | | | | |
| Received by CCLO \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(date) | | | | | | | | |
| \*delete as applicable | | | | | | | | |