



Town Clerk: Mrs Judy Morris

The Town Hall
1 High Street
CULLOMPTON
Devon
EX15 1AB

www.cullomptontowncouncil.gov.uk
town.clerk@cullomptontowncouncil.gov.uk
01884 38249

APPLICATION FOR VACANCY BY CO-OPTION

Full Name: _____

Address: _____

Length of time you have lived/worked at the above address: _____

Contact Phone No: _____

E-Mail Address: _____

**COULD YOU PLEASE WRITE BELOW A LITTLE ABOUT YOURSELF AND WHY YOU WOULD LIKE TO BECOME
A MEMBER OF CULLOMPTON TOWN COUNCIL
(PLEASE CONTINUE ON A SEPARATE SHEET IF NECESSARY)**

NOTE: Applicants are encouraged to attend the Full Council meeting on Thursday 22 November commencing at 7pm in the Town Hall, to address the members before applications are discussed that evening. Thank you.

Signed _____ Date _____

PLEASE RETURN THIS FORM TO: TOWN CLERK MRS JUDY MORRIS AT THE TOWN HALL,
CULLOMPTON BY: **12noon on Friday 16 November 2018**

Councillor Co-option Privacy Notice

Here at Cullompton Town Council (the Data Controller) we take privacy seriously and will only use your personal information for purposes relating to your co-option application.

Information Held About you

As part of you wishing to be considered for co-option on to Cullompton Town Council it is necessary for us to collect and hold personal information about you. This information will include:-

- Your name, address, telephone number and other contact information that allows us to meet our organisational and statutory obligations;
- Your photograph;
- Your political affiliation;
- A short personal statement.

Who is processing my data?

All personal data held, is processed in accordance with data protection law. The Data Controller for the information outlined in this privacy notice Leominster Town Council.

How will we use the Information we hold about you?

We will collect information about you:-

- To comply with our legal obligations;
- To ensure that the information we hold about you is kept up to date;
- To inform residents of their elected representatives;
- Civic and other duties;
- To provide Member support.

What is the legal basis for us to process your data?

The legal basis for processing the data is necessary for compliance with a legal obligation.

Who we will share your information with

We may share your information with partner organisations, including:-

- Local residents;
- Our employees, agents, professional advisors and other local authorities;
- Other third party contractors who provide services to us;
- Where we are under a legal obligation to do so, for example where we are required to share information under statute, to prevent fraud and other criminal offences or because of a Court Order for example HMRC or the Police.

We will not normally share your information with organisations other than our partner organisations without your consent. However, there may be certain circumstances where we would share without consent such as where we are required to do so by law, to safeguard public safety, and in risk of harm or emergency situations. Any information which is shared will only be shared on a need to know basis, with appropriate individuals. Only the minimum information for the purpose will be shared.

How Long do we Keep your Records

We will only keep your information for the minimum period necessary. The information outlined in this privacy notice will be kept for six years after stepping down from the Council except that which is required for public record, which will be held indefinitely. All information will be held securely and destroyed under confidential conditions.

If you are not co-opted on to the Council the information outlined in this privacy notice will be kept for six months from the date of the meeting the Council considers filling the vacancy by co-option.

Your rights

You have a number of rights under data protection law, including the right to request your information and to request that the information be amended or erased if incorrect.

To exercise these rights, you will need to put your request in writing and provide proof of identification to The Town Hall, 1 High Street, Cullompton, Devon EX15 1AB..

You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office <https://ico.org.uk/>

Providing Accurate Information

It is important that we hold accurate and up to date information about you in order to assess your needs and delivery the appropriate services. If any of your details have changed, or change in the future, please ensure that you inform us as soon as possible so that we can update your records.

Further information

If you have any questions or concerns about how your information is used, please contact The Town Council Offices, The Town Hall, 1 High Street, Cullompton, Devon EX15 1AB in the first instance.

More information about data protection and how it applies to you can be found on the Information Commissioner's Office website at <https://ico.org.uk/>