

Consent to Share Community Council Member Information

Date: 2024/25

COMMUNITY COUNCIL: _____ COMMUNITY COUNCIL

PLEASE READ THE ATTACHED GUIDANCE NOTE BEFORE COMPLETING THIS FORM

Information you consent to share will be posted on the Highland Council website and made available to outside agencies who request it.

Please tick the boxes below where you consent to contact details being made available outwith Highland Council.

*****Office bearers are strongly advised to provide a 'generic' email address exclusively for work of the community council. If you wish to use personal email, please confirm consent to share*****

CHAIR	SECRETARY	TREASURER
<i>Title</i>	<i>Title</i>	<i>Title</i>
<i>Forename</i>	<i>Forename</i>	<i>Forename</i>
<i>Surname</i>	<i>Surname</i>	<i>Surname</i>
<i>Address</i>	<i>Address</i>	<i>Address</i>
Postcode:	Postcode:	Postcode:
<i>Contact Tel No(s)</i> <input type="checkbox"/>	<i>Contact Tel No(s)</i> <input type="checkbox"/>	<i>Contact Tel No(s)</i> <input type="checkbox"/>
<i>e-mail address –</i>	<i>e-mail address</i>	<i>e-mail address</i>

Community Council website address:

A completed copy of this form must be forwarded to the secretary of your community council and ccsupportwestandmid@highland.gov.uk

ADDITIONAL MEMBERSHIP OF COMMUNITY COUNCIL

Name	Address	Tel. No. and e-mail address	Tick to consent to sharing	
ELECTED COMMUNITY COUNCILLORS			Tel.	Email
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
CO-OPTED MEMBERS BELOW				
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>

A completed copy of this form must be forwarded to the secretary of your community council and ccsupportwestandmid@highland.gov.uk

Guidance: Data Sharing Consent for Community Councillors

What you have already agreed to:

When nominated or co-opted as a member, you signed a declaration consenting to your personal data being used for the following purposes:

- by the Elections team at Highland Council for nomination/co-option, election and membership;
- by the office bearers of the community council you are a member of and by the Highland Council, for the administration and membership of the community council;
- the Highland Council sharing certain data with other public bodies, where the law requires this; e.g. HMRC, regulatory and law enforcement.

What this form is for:

Further consent is required for both the Highland Council and your community council secretary to share your contact details with members of the public and other members of the community council.

You are not obliged to share any/all of your contact details with further parties unless you choose to do so. It is good practice to review your consent annually and when contact details change.

If you become a Community Council office bearer (e.g. Chair or Secretary):

Contact with office bearers is essential in undertaking Community Council business. Email contact details must be made available on the Highland Council website (www.highland.gov.uk). **Office bearers are strongly advised to use a 'generic' email address exclusively for work of the community council, not personal email.** Should you wish to use a personal email address, please confirm whether you consent to it being shared by ticking the relevant box on the attached form.

Data Protection:

Your information will be stored and used solely for the purposes for which it is collected. Your details will be held for the term of office of the community council and can be updated at request, by providing notice in writing to the secretary of your community council and Ward Manager at the Highland Council.

The Highland Council will process your information fairly and lawfully and in accordance with the Data Protection Act 2018. Data will only be shared in accordance with our Information Use and Privacy Policy, as covered in the full privacy statement on the Highland Council website. This also conforms to requirements in the Highland Council Records Management Plan in fulfilment of terms set by the Public Records (Scotland) Act 2011.

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 Highland Council Data Protection Officer.

The Data Controller is The Highland Council.

The Data Protection Officer can be contacted at: Highland Council Headquarters, Glenurquhart Road, Inverness, IV3 5NX. Tel. 01463 702029. Email: dpo@highland.gov.uk

MEETING DATES 2024-25

MONTH	DATE	TIME
APRIL '24		
MAY '24		
JUNE '24		
JULY '24		
AUGUST '24		
SEPTEMBER '24		
OCTOBER '24		
NOVEMBER '24		
DECEMBER '24		
JANUARY '25		
FEBRUARY '25		
MARCH '25		