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|  | **Shenley Church End Parish Council**Parish Clerk: Mrs J MunnThe Cartshed, 19a Shenley Road, Shenley Church End, Milton Keynes, MK5 6ABTel: 01908 502808Email: clerk@shenleychurchend-pc.co.ukwww.shenleychurchend-pc.co.ukVAT Number: 235 0671 25 |

**Application for a Parish Councillor Role**

**Shenley Church End Parish Council**

Please complete this document having read the Parish Council’s Co-Option Policy

Once complete return this form either electronically to:

**clerk@shenleychurchend-pc.co.uk**

Or by post to: 19a Shenley Road, Shenley Church End, MK5 6AB

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| **Surname (Block Capitals)** | **First Name (s)** |
| **Home Address** | **Home Telephone No:**  |
| **Mobile Telephone No:** |
| **Email address:** |
| **Please explain why you are interested in joining Shenley Church End Parish Council** |
| **Are you willing to be considered to:**1. Serve as council’s representative on outside bodies? Yes/No2. Be elected to serve on sub-committees/working groups? Yes/No |
| **What skills, knowledge or expertise do you have that would be beneficial to the Parish Council?** |

**I understand that the Parish Council is Apolitical and if co-opted agree to abide by this.**

***I declare that I am not disqualified from becoming a Parish Councillor and meet the eligibility criteria to join Shenley Church End Parish Council as stated in the Co-Option Policy.***

**I certify that the contents of this application are true.**

## SIGNED………………………………………….................. DATE………………….......…

By signing this document, you confirm you have read the attached privacy notice

**Please return the completed form to the Parish Clerk**

**Privacy Notice**

**When you contact us**

The information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored to enable us to contact you and respond to your correspondence, provide information and/or access our facilities and services. Your personal information will be not shared or provided to any other third party.

**The Council’s Right to Process Information**

General Data Protection Regulations Article 6 (1) (a) (b) and (e)

Processing is with consent of the data subject, or

Processing is necessary for compliance with a legal obligation, or

Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

**Information Security**

Shenley Church End Parish Council (SCEPC) has a duty to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies. Copies of these policies can be requested.

We will only keep your data for the purpose it was collected for and only for as long as is necessary, after which it will be deleted. (You many request the deletion of your data held by SCEPC at any time).

**Children**

We will not process any data relating to a child (under 13) without the express parental/guardian consent of the child concerned.

**Access to Information**

You have the right to request access to the information we have on you. You can do this by contacting our Data Information Officer: clerk@shenleychurchend-pc.co.uk

**Information Correction**

If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact: clerk@shenleychurchend-pc.co.uk

**Information Deletion**

If you wish SCEPC to delete the information about you please contact: clerk@shenleychurchend-pc.co.uk

**Right to Object**

If you believe that your data is not being processed for the purpose it has been collected for, you may object. Please contact clerk@shenleychurchend-pc.co.uk to object.

**Rights Related to Automated Decision Making and Profiling**

SCEPC does not use any form of automated decision making or the profiling of individual personal data.

**Complaints**

If you have a complaint regarding the way your personal data has been processed you may make a complaint to SCEPC Data Information Officer: clerk@shenleychurchend-pc.co.uk and the Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113

**Summary:** In accordance with the law, SCEPC only collect a limited amount of information about you that is necessary for correspondence, information and service provision. SCEPC do not use profiling, we do not sell or pass your data to third parties. SCEPC do not use your data for purposes other than those specified. SCEPC make sure your data is stored securely. SCEPC delete all information deemed to be no longer necessary.