

Coxhoe Parish Council
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General Data Protection Regulations (Service) Consent to hold Information required by the Youth Service (Form 1)

The information you provide (personal information such as your name, name and date of birth of your child(ren), address, email address, phone number, any relevant medical or allergy information for a child) will be processed and stored to enable us to contact you if necessary, to respond appropriately to any incidents which may arise at Youth Clubs, to respond to any correspondence from you, to provide information to you and/or to enable you and your child(ren) to access our facilities and services. Your personal information will be not shared or provided to any other third party.

I agree that I have read and understand Coxhoe Parish Council’s Privacy Notice. I agree by signing below that the Council may process my personal information for the purposes of providing the Youth Service.

I agree that Coxhoe Parish Council can keep my information data for an undisclosed time or until I request its removal.

I have the right to request modification on the information that you keep on record.

I have the right to withdraw my consent and request that my details and the details of my child(ren) are removed from your database.

Name of person completing form	
Relationship to child	
Name of child if under 18	
Date of birth if under 18	
Parental/Guardian Consent for any data processing activity	
Address	
Telephone No.	
Email Address	
Signature	
Date	

For office use only:

Guidance Notes Data Sharing Checklist – systematic data sharing

Scenario: You want to enter into an agreement to share personal data on an ongoing basis is this form relevant and the sharing justified? Read the below:

Key points to consider:

What is the sharing meant to achieve?

Have you assessed the potential benefits and risks to individuals and/or society of sharing or not sharing?

- Is the sharing proportionate to the issue you are addressing?
- Could the objective be achieved without sharing personal data?

Do you have the power to share?

Key points to consider:

- The type of organisation you work for.
- Any relevant functions or powers of your organisation.
- The nature of the information you have been asked to share (for example was it given in confidence?).
- Any legal obligation to share information (for example a statutory requirement or a court order).

If you decide to share

It is good practice to have a data sharing agreement in place.

As well as considering the key points above, your data sharing agreement should cover the following issues:

- What information needs to be shared?
- The organisations that will be involved.
- What you need to tell people about the data sharing and how you will communicate that information.
- Measures to ensure adequate security is in place to protect the data.
- What arrangements need to be in place to provide individuals with access to their personal data if they request it?
- Agreed common retention periods for the data.
- Processes to ensure secure deletion takes place.

Date Data received	Date consent received and approved for data to be held	Data received as Phone, email, hard copy or other	Data approved to be shared with the below	Removal of consent received	Date data disposed of and method of disposal actioned