

# Bottesford Parish Council

## Consent form for electronic communications

Councillor name \_\_\_\_\_

Email address \_\_\_\_\_

	✓
I consent to communicating with Bottesford Parish Council and its officers and members by email using the email address specified above. I understand that officers of the Council will contact me by email for the purpose of carrying out parish council business.	
I consent to this email address being shared with other people associated with Bottesford Parish Council.	
I consent to this email address being published on Bottesford Parish Council website as a means of contacting me.	
I consent to the sharing of documents related to parish council business using the email address above via an appropriate cloud-based file-sharing platform.	

I confirm that I will use no other email address while carrying out parish council business.	
I confirm that the email address above is used solely for parish council business and is separate to any other email address held for personal, employment or other use.	
I confirm that the address above is not accessible by anybody else including members of my family.	
I understand that documents and emails held within this email address may be required for disclosure in the event of a Freedom of Information request.	
I confirm that on my ceasing to be a member of Bottesford Parish Council that this address will be securely closed.	
I confirm that on my ceasing to be a member of Bottesford Parish Council that all documents held by me in connection with my role as a member will be securely deleted or destroyed.	

Councillor signature \_\_\_\_\_

Date \_\_\_\_\_

Email addresses, along with all other personal information held by Bottesford Parish Council will be kept in accordance with the published Privacy Notices. You can read these on the Council's website.