

# CONSENT FORM

You should seek consent if:

- **Practically possible**, to confirm your constituent's instructions and consent;
- There is **any doubt about what the constituent wants** you to do or what you will do with their information;
- Request comes from a **third party** – you should check the data subject's wishes if practicable OR seek advice on whether the law does allow you to process that person's data without their consent; OR
- Dealing with **exceptionally sensitive data** e.g. safeguarding cases, where the Council (or other agencies) may require evidence that you are acting on behalf of the constituent and that the constituent has consented to disclosure of information about them to you.

I confirm that I have asked Councillor <Insert Councillors Name> \_\_\_\_\_ to assist me in respect of: <insert case details>

I understand that in order to deal with these issues, it may be necessary to pass my details to third parties, including but not limited to officials and elected representatives of local and national authorities and bodies and specifically to <Insert Name of organisation or body>

and I give my full consent for this.

I confirm that it is my wish for all relevant information and my personal information to be shared with my Councillor, including special category information / criminal convictions data *[delete as applicable]*.

I understand that my personal data will be handled in accordance with the Councillor's Privacy Policy, the Data Protection Act 2018 and any other applicable data protection laws; and that I may withdraw my consent at any time (in writing possible).

Constituent's Name:

[Please print]

Address:

Signature:

Date: