

**LEOMINSTER TOWN COUNCIL**

(serving the Parish of Leominster)

**Questionnaire for those interested in being co-opted as Town councillors**

Full name:	
Home address	
	Postcode
Telephone number	
Alternative telephone number	
Email	

**PLEASE ANSWER THE YES/NO QUESTIONS CAREFULLY AS THEY SET OUT THE LEGAL QUALIFICATIONS FOR BEING A TOWN COUNCILLOR**

**QUALIFICATIONS**

Are you a British citizen, a Commonwealth citizen or a citizen of a European Union country?

YES                       NO

Are you 18 or over?

YES                       NO

**(YOU ONLY NEED ONE OF THE FOLLOWING FOUR QUALIFICATIONS BUT PLEASE SAY YES TO ALL THAT APPLY)**

Are you on the electoral register for the Parish of Leominster?

YES                       NO

Have you lived either in the Parish of Leominster, or within three miles of its boundary, for at least a year?

YES                       NO

Have you been the owner or tenant of land in the Parish of Leominster for at least a year?

YES                       NO

Have you had your only or main place of work in the Parish of Leominster for at least a year?

YES

NO

**DISQUALIFICATIONS**

Are you an employee of Leominster Town Council?

YES

NO

Are you the subject of a bankruptcy restrictions order or interim order?

YES

NO

Have you within the last five years been convicted of an offence in the UK, the Channel islands or the Isle of Man which resulted in a sentence of imprisonment (whether suspended or not) for a period of three months or more without the option of a fine?

YES

NO

Are you disqualified by order of a court from being a member of a local authority?

YES

NO

**WHAT YOU CAN BRING TO THE COUNCIL**

Please tell us something about what experience you might bring to the Council, for example, previous local government experience, work in the voluntary or charitable sector, business or trade union experience.

Please tell us something about what skills you might bring to the Council, for example, professional qualifications, financial or project management expertise

Please give us an indication of why you might be interested in being a Town councillor

When is your preferred time for attending meetings:

Day                       Evening                       Either

(Unfortunately, under present legislation the Town Council is not permitted to contribute to the cost of councillors' childcare or care of dependants.)

Are there any questions you would like to ask us?

Are you a member of a Political Party?

YES                       NO

Signed.....

Date...../...../20.....

---

## LEOMINSTER TOWN COUNCIL

### Councillor Co-option Privacy Notice

Here at Leominster Town Council (the Data Controller) we take privacy seriously and will only use your personal information for purposes relating to your co-option application.

#### **Information Held About you**

As part of you wishing to be considered for co-option on to Leominster Town Council it is necessary for us to collect and hold personal information about you. This information will include:-

- Your name, address, telephone number and other contact information that allows us to meet our organisational and statutory obligations;
- Your photograph;
- Your political affiliation;
- A short personal statement.

#### **Who is processing my data?**

All personal data held, is processed in accordance with data protection law. The Data Controller for the information outlined in this privacy notice is Leominster Town Council.

#### **How will we use the Information we hold about you?**

We will collect information about you:-

- To comply with our legal obligations;
- To ensure that the information we hold about you is kept up to date;
- To inform residents of their elected representatives;
- Civic and other duties;
- To provide Member support.

#### **What is the legal basis for us to process your data?**

The legal basis for processing the data is necessary for compliance with a legal obligation.

#### **Who we will share your information with**

We may share your information with partner organisations, including:-

- Local residents;
- Our employees, agents, professional advisors and other local authorities;
- Other third party contractors who provide services to us;
- Where we are under a legal obligation to do so, for example where we are required to share information under statute, to prevent fraud and other criminal offences or because of a Court Order for example HMRC or the Police.

We will not normally share your information with organisations other than our partner organisations without your consent. However, there may be certain circumstances where we would share without consent such as where we are required to do so by law, to safeguard public safety, and in risk of harm or emergency situations. Any information which is shared will only be shared on a need to know basis, with appropriate individuals. Only the minimum information for the purpose will be shared.

### **How Long do we Keep your Records**

We will only keep your information for the minimum period necessary. The information outlined in this privacy notice will be kept for six years after stepping down from the Council except that which is required for public record, which will be held indefinitely. All information will be held securely and destroyed under confidential conditions.

If you are not co-opted on to the Council the information outlined in this privacy notice will be kept for six months from the date of the meeting the Council considers filling the vacancy by co-option.

### **Your rights**

You have a number of rights under data protection law, including the right to request your information and to request that the information be amended or erased if incorrect.

To exercise these rights, you will need to put your request in writing and provide proof of identification to The Town Council Offices, 11 Corn Square, Leominster HR6 8YP.

You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office <https://ico.org.uk/>

### **Providing Accurate Information**

It is important that we hold accurate and up to date information about you in order to assess your needs and delivery the appropriate services. If any of your details have changed, or change in the future, please ensure that you inform us as soon as possible so that we can update your records.

### **Further information**

If you have any questions or concerns about how your information is used, please contact The Town Council Offices, 11 Corn Square, Leominster HR6 8YP in the first instance.

More information about data protection and how it applies to you can be found on the Information Commissioner's Office website at <https://ico.org.uk/>