



## ALFRETON TOWN COUNCIL CONSENT FORM

Your privacy is important to us, and we want to communicate with residents in a way which has their consent, and which is in line with UK law on data protection. As a result of a change in UK law, we now need your consent to contact you. Please fill in the contact details you want us to use to communicate with you:

Name \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Question: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

I will/will not be present at the meeting.

I request that the Town Mayor/Councillor \_\_\_\_\_ answers my question

I would like the question to be raised at the meeting on \_\_\_\_\_

(7 clear day's notice must be given before the meeting excluding Saturday, Sunday and Bank Holidays)

By signing this form you are confirming that you are consenting to Alfreton Town Council holding and processing your personal data for the following purposes (please tick the boxes where you grant consent):-

I consent to the Town Council contacting me\*;

- To enable us to update residents
- To fundraise and promote the interests of the Council
- To inform you of news, events, activities and services in Alfreton
- Other state:

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

\*You can grant consent to all the purposes; one of the purposes or none of the purposes. Where you do not grant consent we will not be able to use your personal data; (so for example we may not be able to let you know about forthcoming services and events); except in certain limited situations, such as where required to do so by law or to protect members of the public from serious harm. You can find out more about how we use your data from our "Privacy Notice" which is available from our website or from the Parish Office.

You can withdraw or change your consent at any time by contacting the Town Council. Please note that all processing of your personal data will cease once you have withdrawn consent, other than where this is required by law, but this will not affect any personal data that has already been processed prior to this point.



## **ALFRETON TOWN COUNCIL PUBLIC PARTICIPATION - HOW TO ASK A QUESTION**

If you live in Alfreton and your name appears on the Electoral Register (which means you are entitled to vote when elections for the Town Council are called) you may ask questions of Members of the Council at ordinary meetings of the Council.

Meetings are generally held on the third Tuesday of each month – no meeting in August – at Alfreton House, High Street, Alfreton, in Room 1, starting at 7:00pm

A period of 15 minutes at the start of the meeting will be allowed for this purpose which could be extended if the Town Mayor decides.

You can also submit comments and petitions to those meetings. Questions will be asked and answered in the order they were received, except that the Town Mayor may group together similar questions.

A question may only be asked if notice has been given by delivering it in writing or e-mail to the Town Clerk 7 clear days before the meeting, unless the Town Mayor regards it as urgent in his opinion.

Each question must give the name and address of the questioner and may name the Member of the Council to whom it is to be put.

Each person can ask only one question. Any question will be rejected if it:-

- is not a matter for which the Council has a responsibility;
- is defamatory, frivolous or offensive;
- requires the disclosure of confidential or exempt information;
- relates to planning or licensing matters

The Town Clerk will enter each question in a book open to public inspection and will immediately send a copy of the questions to the Member to whom it is to be put.

Rejected questions will include reasons for rejection. Copies of all questions will be made available at the meeting.

### **ASKING THE QUESTION AT THE MEETING**

The Town Mayor will invite you to put the question to the Member named on your form. If you are unable to be present, you may ask the Town Mayor to put the question on your behalf. The Town Mayor may decide that a written reply will be given or decide that the question will not be dealt with. You cannot speak for more than 3 minutes. Members of the Council present during Public Participation Time may be permitted to speak at the discretion of the Town Mayor.

**If you want to ask a question please complete the Public Participation Form and send it to:**

David T Holmes, The Town Clerk, Room 12, Alfreton House, High Street, Alfreton, Derbyshire. DE55 7HH or call in, the Town Clerk or the Assistant Town Clerk Tina Crookes are available between 9:00am and 12:30pm Tuesday to Thursday, the e-mail address is [office@alfretontc.co.uk](mailto:office@alfretontc.co.uk) and the phone number is 01773 520032.

GDPR Consent

Adopted by Council March 2018

Review Date March 19

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