

## **Email Consent Log**

Under new General Data Protection Regulations which came into effect on 25th May 2018, Yealmpton Parish Council (YPC) is required to obtain your consent to hold your personal information.

Please could you confirm by return email that you are happy for Yealmpton Parish Council to hold your personal information to enable us to deal with your query and let us know how you would like us to contact you in future (by phone, by post or by email). We will keep the information for one year and it will not be provided to third parties or used for any other purpose. Our privacy notice can be viewed on the YPC website.

If you wish to amend the details we hold for you, please let the Clerk know

If you no longer wish us to hold your personal information after we have dealt with your query, please let the Clerk know.

Consent evidence log (to be collated and retained by the Clerk)

Name of sender (data subject)   Name of person obtaining consent (data controller)   Date consent given