



SHAVINGTON
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Shavington-cum-Gresty Parish Council
Main Rd, Shavington, Crewe, CW2 5DP

APPLICATION TO FILL A CASUAL VACANCY FOR A COUNCILLOR

Approved by Shavington-cum-Gresty Parish Council on 15 March 2023

To stand for election to become a parish councillor you must be:

- At least 18 years old on the day of your nomination, and
- A British citizen, an eligible Commonwealth citizen or a citizen of any other member state of the European Union¹

You must also meet at least one of the following four qualifications:

- You are, and will continue to be, registered as a local government elector for the parish in which you wish to stand from the day of your nomination onwards
- You have occupied as owner or tenant any land or other premises in the parish area during the whole of the 12 months before the day of your nomination and the day of election
- Your main or only place of work during the 12 months prior to the day of your nomination and the day of election has been in the parish area
- You have lived in the parish area of within three miles of it during the whole of the 12 months before the day of your nomination and the day of election

Disqualifications from standing

There are certain people who are disqualified from being elected to a parish or community council in England and Wales.

You cannot be a candidate if at the time of your nomination and on the day of the election, any of the following are true:-

- You are employed by the parish council or hold a paid office under the parish/community council (including joint boards or committees),
- You are the subject of a bankruptcy restrictions order or interim order,
- You have been sentenced to a term of imprisonment of three months or more (including a suspended sentence), without the option of a fine, during the five years before polling day
- You have been disqualified under the Representation of the People Act 1983 (which covers corrupt or illegal electoral practices and offences relating to donations) or under the Audit Commission Act 1998

A person may also be disqualified from election if they have been disqualified from standing for election to a local authority following a decision of the First-tier Tribunal (formerly the Adjudication Panel for England or Wales). If successful, you will be required to complete an entry in the council's register of members' interests. This involves putting your address, employment, relevant major shareholdings and membership of charities, pressure groups, political parties etc., on public record.

¹ <https://www.gov.uk/government/publications/local-voting-rights-for-eu-citizens-living-in-the-uk/local-voting-rights-for-eu-citizens-living-in-the-uk>



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Full name	Title: First name: Other names: Surname:
Address	Phone: Email:
Will you be at least 18 years old on the date of the Meeting?	Yes / No
Are you a British Citizen, a Commonwealth citizen or a citizen of a European Union Country?	Yes/No
In order for your eligibility to be confirmed please tick all of the following that apply to you For full detail on eligibility please refer to Cheshire East Council's electoral officer.	1. On the current electoral register for the Parish/Ward (on-going requirement; you are required to remain on the register throughout your term of office) <input type="checkbox"/>
	2. Have lived in the parish or within 3 miles of the parish boundary during the whole of the 12 months before the day of nomination & election <input type="checkbox"/>
	3. Main place of business during the last 12 months before the day of nomination & election is based in the parish <input type="checkbox"/>
	4. Occupy as owner or tenant property within the parish for 12 months before the day of nomination & election <input type="checkbox"/>
Please indicate in no more than 100 words why you would like to join the Parish Council	
Although you might have no experience as a Councillor what is your perception of the role of a Parish Councillor?	



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Are there any local issues that you are particularly interested in that you believe could be of benefit to the community?
What qualities, skills and experience do you have to offer to this council?
Please provide any additional information you feel would support your application to be a Parish councillor (you can continue on additional sheets if needed).

You would be disqualified from being a councillor for the reasons stated on the front cover of this application. Please refer to that information before completing this application form.	I am not aware of any disqualification to my serving as a Councillor Signed:
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<p>I confirm the above information is correct to the best of my knowledge.</p> <p>I also confirm that by signing I am confirming that Shavington cum Gresty Parish Council may process my personal data for the purposes of this application under the GDPR.</p> <p>Signed :</p> <p>Date:</p>

Please return completed form and any supporting information to:
Parish Clerk Shavington cum Gresty Parish Council
Shavington Village Hall



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Main Road
Shavington

Or email to Simona Garnero SimonaGarnero@shavingtononline.co.uk

Shavington-cum-Gresty Parish Council
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PRIVACY NOTICE FOR CO-OPTION

Data controller: Shavington cum Gresty Parish Council

1. Introduction

Shavington cum Gresty Parish Council is a “data controller”. This means that we are responsible for deciding how we hold and use personal information about you.

Shavington cum Gresty Parish Council “The Council” collects, stores and processes personal data relating to its employees in order to manage the employment relationship. This privacy notice sets down how the Council collects and uses personal information about you during and after your working relationship with us.

This privacy notice applies to applicants, current and former councillors.

The Council is committed to protecting the privacy and security of your personal information. The Council is committed to being clear and transparent about how it collects and uses that data and to meeting its data protection obligations.

2. Data Protection Principles

The Council will comply with data protection law. This means that the personal information we hold about you must be:

- Used lawfully, fairly and in a transparent way;
- Collected only for valid purposes that we have explained to you clearly and not used in any way that is incompatible with these purposes;
- Relevant to the purposes we have told you about and limited to those purposes only;
- Accurate and kept up to date;
- Kept only for such time as is necessary for the purposes we have told you about; and
- Kept securely.

3. What Information Does The Council Collect And Process?

The Council collects and processes a range of personal information (personal data) about you. Personal data means any information about an individual from which the person can be identified. This includes:

- Personal contact details, such as your name, title, address and contact details, including email address and telephone number;
- date of birth;



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- gender;
- details of your qualifications, skills and experience;
- details of your bank account,
- information about your marital status, next of kin, dependants and emergency contacts;
- information about your nationality and entitlement to work in the UK;
- copy of driving licence;
- training you have participated in;

We may also collect, store and use the following special categories of more sensitive personal information:

- information about medical or health conditions, including whether or not you have a disability for which the Council needs to make reasonable adjustments;
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.

The Council collects this information in a variety of ways. For example, data is collected through the application and recruitment process and during work-related activities.

Data is stored in a range of different places, including in your personnel file, in the Council's HR systems and in other IT systems (including the Council's email system).

4. **Why Does The Council Process Personal Data?**

The Council needs to process data to ensure you meet the requirements for co-option with Shavington cum Gresty Parish Council

5. **Situations In Which We Will Use Your Personal Information**

Situations in which we will process your personal information are listed below:

In order to:

- make decisions about co-option;
- maintain accurate and up-to-date member records and contact details (including details of whom to contact in the event of an emergency),
- check you are legally entitled to be a councillor for Shavington cum Gresty Parish Council;
- keep records of training and development requirements;
- On appointment your contact details would be made available for the general public on our website and notice boards

6. **If You fail to Provide Personal Information**

If you do not provide certain information when requested, the Council may not be able to co-opt you as a councillor.

7. **Change of Purpose**

The Council will only use your personal information for the purpose for which it was collected unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will advise you of this and explain the legal basis which allows us to do so.



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You should be aware that we may process your personal information without your knowledge or consent where this is required or permitted by law.

8. **How We Use Sensitive Personal Information**

Some special categories of personal data, such as information about health or medical conditions, is processed to carry out legal obligations (for example for health and safety purposes).

Data used by the Council for these purposes is anonymised or is collected with the express consent of individuals, which can be withdrawn at any time. You are entirely free to decide whether or not to provide such data and there are no consequences of failing to do so.

9. **Information About Criminal Convictions**

We do not envisage that we will hold information about criminal convictions.

10. **For How Long Do You Keep Data?**

The Council will only hold your personal data for as long as is necessary to fulfil the purposes we collected it for, including any legal, accounting or reporting requirements. To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

The periods for which your data is held will be in accordance with applicable laws and regulations

11. **Who Has Access to Data?**

Your information will be shared internally only between relevant officers including the Parish Clerk and members of the Council.

The Council shares your data with third parties where required by law, where it is necessary in order to administer the working relationship with you or where we have another legitimate interest in doing so.

The Council will not transfer your data to countries outside the European Economic Area.

12. **How Does the Council Protect Data?**

The Council takes the security of your data seriously. The Council has internal policies and controls in place to prevent your data being lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties. Details of these measures are available on request.

When the Council engages third parties to process personal data on its behalf, they do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.



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13. Your Duty to Inform Us of Changes

It is important that the personal information we hold about you is accurate and current. Please be sure to keep us informed if your personal information changes during your time working with us.

14. Your Rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request (known as a “data subject access request”);
- require the Council to change incorrect or incomplete data;
- request erasure of your personal information. This enables you to ask the Council to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where the Council is relying on its legitimate interests as the legal ground for processing; and
- ask the Council to suspend the processing of your personal data for a period of time if data is inaccurate or there is a dispute about its accuracy or the reason for processing it.

If you would like to exercise any of these rights, or you have any questions about the privacy notice, please contact the Parish Clerk.

If you believe that the Council has not complied with your data protection rights, you have the right to make a complaint to the Information Commissioner’s Office.



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I acknowledge receipt of the Privacy Notice for co-option and confirm that I have read and understood it.

Name

Signature

Date