

# KENWYN PARISH COUNCIL

## Email Consent Log

### Consent notice to use when contacted by email

Under new General Data Protection Regulations which came into effect on 25<sup>th</sup> May 2018, Kenwyn Parish Council is required to obtain your consent to hold your personal information.

Please could you confirm by return email that you are happy for Kenwyn 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 three years and it will not be provided to third parties or used for any other purpose. We will email our privacy notice to you or it can be viewed on our website.

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

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

### Sample consent evidence log

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