

- **Nomination Form for TEMPORARY MEMBERSHIP of Crosshill & Govanhill Community Council**
- **Interim Appointment Process to support quorum and business continuity**
- **Closing Date for completed forms: within 20 working days from date of receipt of this form.**

1. **Candidate Name**

2. **Candidate Address**

3. **Post Code**

4. **Telephone**

5. **E-mail**

6. **Candidate Signature**

7. **Declaration**

I am a qualified resident of the community council area, and agree to accept the temporary appointment to the above community council, and if appointed I agree to conform to the requirements of Glasgow City Council's Scheme for the Establishment of Community Councils, including the Constitution, Code of Conduct & Standing Orders for the duration of my appointment.

1. **Proposer Name**

2. **Proposer Address**

3. **Post Code**

4. **Proposer Signature**

5. **Declaration**

I the above signed; being a qualified resident within the above Community Council area, wish to propose the named resident for the above temporary appointment.

1. **Secunder Name**

2. **Secunder Address**

3. **Post Code**

4. **Secunder Signature**

5. **Declaration**

I the above signed; being a qualified resident within the above Community Council area, wish to propose the named resident for the above temporary appointment.

NB – ALL PARTS OF THIS PAGE REQUIRE TO BE COMPLETED

Notes for Residents

1. When completed this form should be emailed *within 20 working days from date of receipt of this form to:

Steven Dowling steven.dowling@glasgow.gov.uk

or

Lawrence O'Neill lawrence.o'neill@glasgow.gov.uk

Forms received after the *indicated timeframe will not be accepted.

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2. All persons aged over 16 years and resident in the Community Council area can be considered for temporary appointment. There are a maximum of 7 temporary appointments possible at the date of receipt of this form.

Uncontested Election

Not applicable.

Contested Election

Not applicable

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2. The provision for temporary appointments is considered reasonable and pragmatic action which is solely in response to current circumstances and as a means to support community councils which may be experiencing increased pressure on retaining members and reaching a quorum to enable business continuity and sustainability of community representation and engagement.
 3. All temporary appointments are subject to the same validation process as with prospective candidates. The validation process will be carried out by Community Council Support Officers.

Term of Office

1. Temporary appointments will serve on the community council until such times as current COVID 19 restrictions are eased to a point that meaningful calls for nominations can be undertaken, temporary appointees will then step down, or when deemed appropriate by Glasgow City Council Community Council Support Officers.
2. Temporary appointments will not lead to automatic full membership when a formal call for nominations to fill vacancies is undertaken and all additional prospective candidates will be required to complete the appropriate form to be considered for any vacancies advertised.
3. Note: temporary appointments previously validated will not be required to complete a new form unless their residency and/or other qualifying criteria has changed.

Privacy statement for Community Councils and current / potential Community Councillors within the Glasgow City boundary.

Who we are:

Glasgow City Council is a local authority established under the Local Government etc. (Scotland) Act 1994. Its head office is located at City Chambers, George Square, Glasgow G2 1DU, United Kingdom, and you can contact our Data Protection Officer by post at this address, by telephone on 0141 287 1055, and by email at: dataprotection@glasgow.gov.uk

Why do we need your personal information and what do we do with it?

You are giving us your personal information to allow us to process Nomination Forms to become / be a Community Councillor within the Glasgow City Council boundary. We also use your information to verify your identity where required, contact you by post, email or telephone and to maintain our records.

Legal basis for using your information:

We provide these services to you as part of our statutory function as your local authority. You can find more details of our role on our website at www.glasgow.gov.uk/privacy. Processing your personal information is necessary for the performance of a task carried out in the public interest by the council.

If you do not provide us with the information we have asked for then we will not be able to provide this service to you and you would be unable to become a Community Councillor within the Glasgow City Council boundary.

Who do we share your information with?

We are legally obliged to safeguard public funds so we are required to verify and check your details internally for fraud prevention. We may share this information with other public bodies (and also receive information from these other bodies) for fraud checking purposes. We are also legally obliged to share certain data with other public bodies, such as HMRC and will do so where the law requires this. We will also generally comply with requests for specific information from other regulatory and law enforcement bodies where this is necessary and appropriate. Your information is also analysed internally to help us improve our services. This data sharing is in accordance with our Information Use and Privacy Policy and covered in our full privacy statement on our website. It also forms part of our requirements in line with our Records Management Plan approved in terms of the Public Records (Scotland) Act 2011.

How long do we keep your information for?

We only keep your personal information for the minimum period amount of time necessary. Sometimes this time period is set out in the law, but in most cases it is based on the business need. We maintain a records retention and disposal schedule which sets out how long we hold different types of information for. You can view this on our website at www.glasgow.gov.uk/rrds or you can request a hard copy from the contact address stated above.

Your rights under data protection law:

- ! **Access to your information** – you have the right to request a copy of the personal information that we hold about you.
- ! **Correcting your information** – we want to make sure that your personal information is accurate, complete and up to date. Therefore you may ask us to correct any personal information about you that you believe does not meet these standards.
- ! **Deletion of your information** – you have the right to ask us to delete personal information about you were:
 - I. you think that we no longer need to hold the information for the purposes for which it was originally obtained
 - II. we are using that information with your consent and you have withdrawn your consent – see *Withdrawing consent to using your information* below

- III. you have a genuine objection to our use of your personal information – see *Objecting to how we may use your information* below
- IV. Our use of your personal information is contrary to law or our other legal obligations.

Objecting to how we may use your information – You have the right at any time to tell us to stop using your personal information for direct marketing purposes.

Restricting how we may use your information – in some cases, you may ask us to restrict how we use your personal information. This right might apply, for example, where we are checking the accuracy of personal information that we hold about you or we are assessing the objection you have made to our use of your information. This right might also apply if we no longer have a basis for using your personal information but you don't want us to delete the data. Where this right is realistically applied will mean that we may only use the relevant personal information with your consent, for legal claims or where there are other public interest grounds to do so.

Withdrawing consent to use your information – Where we use your personal information with your consent you may withdraw that consent at any time and we will stop using your personal information for the purpose(s) for which consent was given. **If consent is removed then you will no longer be able to serve as a Community Councillor within the Glasgow City Council boundary.**

Please contact us as stated above if you wish to exercise any of these rights.

Information you have given us about other people:

If you have provided anyone else's details on the Nomination Form, or other Community Council related paper work, please make sure that you have told them that you have given their information to Glasgow City Council. We will only use this information to confirm that your nomination/s to become a Community Councillor, or representative on related structures, within the Glasgow City Council boundary is valid and these records would be held electronically and subject to the aforementioned retentions policy. If they want any more information on how we will use their information they can visit our web site at www.glasgow.gov.uk/privacy or email dataprotection@glasgow.gov.uk.

Complaints:

We aim to directly resolve all complaints about how we handle personal information. If your complaint is about how we have handled your personal information, you can contact the Council's Data Protection Officer by email at dataprotection@glasgow.gov.uk or by telephone on 0141 287 1055.

However, you also have the right to lodge a complaint about data protection matters with the Information Commissioner's Office, who can be contacted by post at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. By phone on 0303 123 1113 (local rate) or 01625 545 745. Visit their website for more information at- <https://ico.org.uk/concerns>

If your complaint is not about a data protection matter you can find details on how to make a complaint on our website at www.glasgow.gov.uk/complaints

More information:

For more details on how we process your personal information visit www.glasgow.gov.uk/privacy
If you do not have access to the internet you can contact us via telephone to request hard copies of our documents.