**Co-option of New Community Council Member**

Use this form to record the co-option of a new Community Councillor. The proposed member must be eligible to be a member of the Community Council. You should also advise the Area Office in line with the process in section 7.1.c.iii of the Scheme.

|  |  |  |  |
| --- | --- | --- | --- |
| **Community Council Name** |  | | |
| **Members Name  (no initials please):** |  | | |
| **New Members Home Address including postcode:** |  | | |
| **New Members Telephone Number:** |  | | |
| **New Members Email Address:** |  | | |
| I declare that I am qualified to be co-opted as per the Scheme for the Establishment of Community Councils, that I am over 16 years old, I am eligible for election as per the constitution of the Community Council and agree to abide by the terms of the Code of Conduct for Community Council Members. I confirm I have read the terms as detailed below. | | | |
| **New Members Signature** |  | **Date** |  |

|  |  |
| --- | --- |
| **Co-option agreed by Community Council at meeting on (date)** |  |

**Data Protection:**

Your information will be stored and used only for the purpose for which it is collected as detailed below. Your details can be updated at request, by providing notice in writing to the Community Council Secretary. The Community Council will process your information fairly and lawfully and in accordance with the Data Protection Act 1998.

**By signing this form**, you will be giving your consent to the personal information noted above being used by the Community Council for the purposes of co-option and membership to the Community Council as detailed in the Scheme for the Establishment of Community Councils. Your details will be used in the normal business of the Community Council and will not be passed on to other parties without your consent.

**Should you become a Community Council key office bearer (e.g. Chairman or Secretary)** with whom contact is essential in undertaking Community Council business, some of your personal information may be made available on the Aberdeenshire Council website ([www.aberdeenshire.gov.uk](http://www.aberdeenshire.gov.uk)). This will be done with your consent. Online information will be available to countries out with the European Economic Area and as a result may not be protected by Data Protection legislation.