**Town Mayor of Loughton - Invitation to attend an Event:**

Return form to: Town Clerk, Loughton Town Council, 1 Buckingham Court, Loughton, IG10 2QZ

Telephone: 020 8508 4200 Email: [contact@loughton-tc.gov.uk](mailto:contact@loughton-tc.gov.uk)

***PLEASE COMPLETE IN BLOCK CAPITALS***

|  |  |
| --- | --- |
| **Title of Function:** |  |

|  |  |  |
| --- | --- | --- |
| **Date of Function:** |  | **Time:** From: To: |

|  |  |
| --- | --- |
| **Time Mayor should arrive:** |  |
| **Name of Organising Body:** |  |

|  |  |  |
| --- | --- | --- |
| **Organiser:** | Name:  Home address: | Postcode: |

|  |  |  |
| --- | --- | --- |
|  | Phone: | Mobile: |

|  |  |
| --- | --- |
|  | Email address: |

|  |  |  |
| --- | --- | --- |
| **Function Location:**  (*give exact place for Mayor to report to if site has more than one entrance)* | Address: | Postcode: |
| Is parking available for Mayor?  *(We do not have a civic car so this would be helpful)* |  |

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| **Contact at function:** | Name:  *(The named person should remain available to escort the Mayor throughout the function, if required)* | |
| Phone: | Mobile: *(in case of delay etc)* |

|  |  |
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| **Duties to be undertaken by the Mayor:** |  |
| **Is a speech required, if so please give details:** | *(If ‘Yes’ the Mayor’s assistant will contact you to discuss length and content)* |

|  |  |
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| **Is the Mayor’s spouse/escort included in the invitation?**  *(Mayors normally like to be accompanied)* |  |
| **Are there any special requirements as to dress?**  *(The Town Mayor will otherwise wear formal dress (e.g. lounge suit, tie / day dress)* |  |
| **Should the Mayor wear Chain of Office/Badge of office?** |  |

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| --- | --- |
| **Is food and/or drink to be served?** | If so, at what time? |
| **Venue for food and/or drink?** |  |

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| --- | --- |
| **When would you expect the Mayor to be free to leave the event?** | Time: |

|  |  |
| --- | --- |
| **Other principal guests/staff to whom the Mayor will be introduced?** |  |

|  |
| --- |
| **Other Information you wish to add:** |

A copy of the Council’s Data Privacy Notice is provided overleaf. I agree by signing the consent box below that the Council may process my personal information for providing information and corresponding with me.

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed for Organising Body:** |  | Date: |  |

\* Delete as appropriate

**­Office Use Only:**

|  |  |  |  |
| --- | --- | --- | --- |
| Accept? | **Yes/No\*** | DTM **Yes/No\*** | Ack sent: |
| Thanks sent: | Yes/No\* | Date: |  |

**Data Privacy Notice**

Adopted April 2018

**When you contact us**

The information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored to enable us to contact you and respond to your correspondence, provide information and/or access our facilities and services. Your personal information will be not shared or provided to any other third party.

**The Council’s Right to Process Information**

The processing of personal data comes under the 1998 Data protection Act soon to be superseded on 25 May 2018 by the General Data Protection Regulations (GDPR)

Processing is with

* the consent of the data subject; or
* necessary for compliance with a legal obligation or
* for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Loughton Town Council).

Loughton Town Council does not use any form of automated decision making for the profiling of individual personal data.

**Information Security**

The Town Council has a duty to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies.

We will only keep your data for the purpose for which it was collected and only for as long as is necessary.

**Children**

We will not process any data relating to a child (under 13) without the express parental/ guardian consent of the child concerned.

**Your Rights**

* You have the right to request access to the information we have on you.
* If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate.
* If you wish Loughton Town Council to delete the information, we hold about you please contact us.
* If you believe that your data is not being processed for the purpose it has been collected for, you may object:

You can do all of this by contacting our Data Information Officer: Mark Squire, Town Clerk - Contact Details below.

**Conclusion**

In accordance with the law, we only collect a limited amount of information about you that is necessary for correspondence, information and service provision. We do not use profiling; we do not sell or pass your data to third parties. We do not use your data for purposes other than those specified. We make sure your data is stored securely. We delete all information deemed to be no longer necessary. We constantly review our privacy policies to keep it up to date in protecting your data.

**Complaints**

If you have any queries or complaints regarding the way your personal data has been processed, please contact in the first instance Mark Squire, Town Clerk - contact details below. You can contact the Information Commissioners Office, Wycliffe House, Water lane, Wilmslow, Cheshire. SK4 5AF or email: [casework@ico.org.uk](mailto:casework@ico.org.uk) Tel: 0303 123 1113

Loughton Town Council

1 Buckingham Court

Rectory Lane, Loughton, Essex IG10 2QZ

Tel: 020 8508 4200

Email: Contact@loughton-tc.gov.uk