



Madeley Town Council

Garden Maintenance Scheme

Application Form



Please return this form to Madeley Town Council, Jubilee House, 74 High Street, Madeley, Telford, TF7 5AH Tel: 567280

Name:
Address:
Postcode
Telephone Number:
Are you over 75 years of age? YES / NO
If NO, do you have a disability? YES / NO
Are you in receipt of Personal Independence Payment or Attendance Allowance? YES / NO
Have you had a Community Care Assessment? YES / NO
If YES, what was the outcome?
Do you live on your own? YES / NO
If NO, who else lives in the house, and what is their general state of health?
Why, do you feel you need help with your garden?
Any other relevant information that you feel we should know?
The above information is correct and I would like Madeley Town Council to provide a garden maintenance service.
Signed:
Date:



Madeley Town Council

Garden Maintenance Scheme

Privacy Policy

Please sign to say that you have read the policy and agree with it.

Madeley Town Council is committed to protecting the personal information we hold of people who use our services.

We comply with all laws concerning the protection of personal information, including the General Data Protection Regulation (GDPR). We have security measures in place to reduce the risk of theft, loss, destruction, misuse or inappropriate disclosure of personal information.

Your personal information will be processed by Madeley Town Council. Whenever you provide personal information, we will treat information in accordance with our privacy policy.

What information we may collect about you and where it comes from

Madeley Town Council collects personal identifiable information when you access or sign up for the gardening service. This information includes your name, home address, telephone or mobile number and details of why you feel you need help with your garden. Any information about your physical or mental health is classified as sensitive information. The information is given by you when you complete the application form for the gardening scheme.

Who the information may be shared with

We occasionally need to share the personal information we process with other organisations. Where this is necessary, we are required to comply with all aspects of the General Data Protection Regulation. What follows is a description of the types of organisations we may need to share some of the personal information we process with for one or more reasons. Where necessary or required we share information with:

- family, associates and representatives of the person whose personal data we are processing
- healthcare professionals, social and welfare organisations

Retention policy

Retention Period	The forms will be retained whilst participating in the gardening scheme or on the waiting list.
Where stored:	Computer, hard copy file
Authority:	Madeley Town Council
Information Asset Owner:	Madeley Town Council
Location Held:	Electronically or Secure File
Permanent Preservation:	No
Sensitive Personal Data:	Yes

The GDPR says the following about your Rights

The right to be informed	Data subjects should be clear about what, why and in what way, Personal Identifiable Information (PII) will be processed.
The right of access	Data subjects have the right to learn what PII is held on them by whom and why
The right of rectification	Data subjects can request corrections to their PII
The right to erase	Data subjects can request to be forgotten
The right to restrict processing	Data subjects can ask organisation to stop processing their PII
The right to data portability	Data subjects can ask for their PII in machine readable format or to have it sent to another organisation
The right to object	Data subjects can object to organisation processing their PII
Automated decision making and profiling	Protection against targeted marketing and decision making

If you require more information regarding rights, you can do this by consulting the Information Commissioners Office (ICO).

Please sign and date below to confirm you understand and agree with our privacy policy.

Signature:

Date: