**Appointment of Office Bearer**

**Name of Community Council**…………………………………………………………….............................................................................

**Community Councillor Full Name** ……………………………………………………………....................................................................

**Was appointed to the following Office Bearer position(s)**

*Please tick the position(s) that applies to you:*

 Chair Secretary Treasurer Engagement and Inclusion Office Bearer

**Date of meeting when Office Bearer was appointed**………………………………………………….

|  |  |  |  |
| --- | --- | --- | --- |
| **Full Name**(Forename and surname. This **will be** publicly displayed on the Council’s website) | **Home Address**(This will **not** be publicly displayed) | **E-Mail address**(This **will be** publicly displayed on the Council’s website. It is recommended that a generic email address is provided rather than a personal email address) | **Signature of Office Bearer** (digital signatures accepted)(This will **not** be publicly displayed) |
|  |  |  |  |

Please return the completed form by email to governance@edinburgh.gov.uk within 10 working days of the office bearer appointment being made.

**Data Protection**

In processing personal information, The City of Edinburgh Council must comply with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Email addresses for office bearers of community councils will be publicly displayed on the Council’s website. Therefore, it is recommended that for official community council business a generic email address is provided rather than a personal email address e.g. treasurer.edinburghcommunitycouncil@mailbox.com

Further information about how your personal data will be processed can be found in the [Community Council Privacy Notice.](https://www.edinburgh.gov.uk/downloads/file/36729/community-councils-privacy-notice)

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