



Update your email signature to include a GDPR compliant privacy statement

Under the General Data Protection Regulations (GDPR) you are a data controller when you work on behalf of your local constituents and must therefore comply with the law. It applies regardless of how you process (use) their personal data, whether that be using the council's or your own equipment.

An easy way to demonstrate your compliance is to include a privacy statement within your email signature. You may want to use the following template statement:

Cllr.

Division

If you are contacting me as a local constituent please be aware I may need to share your personal information when contacting County Council officers or other agencies relevant to your query.

For more information on how I and the County Council use personal data visit www.gloucestershire.gov.uk/privacynotices

To update your email signature within Outlook simply:

1. Select File in the top menu bar
2. Then select Options in the bottom lefthand corner, followed by Mail from the menu in the pop-up box that appears
3. Select Signatures
4. Then either select the signature you want to edit or select 'New' and make your changes in the Edit signature box.
5. When you're done, select Save and OK.