

## How to:

### Update your email signature to include a GDPR compliant privacy statement

Under the General Data Protection Regulations you are a data controller and must therefore comply with the law. It applies regardless of how you use personal data, whether that be through GCC 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](http://www.gloucestershire.gov.uk/privacynotices)*

To update your email signature within Blackberry Work simply open Settings by pressing the cog wheel icon and selecting Signature. You can then overwrite the pre-set email signature of "Sent with Blackberry Work" and replace it with the above.