

THE SHELLEY GROUP

INTRODUCTION OF GENERAL DATA PROTECTION (GDPR) – 25 MAY 2018

CONSENT AGREEMENT

- (1) GDPR becomes a legal obligation on The Shelley Group from 25 May 2018. By “data” is meant any personal information about you, a member of The Group. The Group is led by its elected Committee, confirmed at the Annual General Meeting. The Committee is required by law to inform you of personal information it holds on you, why it holds this information, and to seek your positive and individual consent to holding this information for clearly stated purposes. The Group’s Policy is available on its website.
- (2) An audit of The Group’s records, in March 2018, showed that the Committee holds personal contact details for members, specifically address/email/phone numbers. These details are managed by the Membership Secretary, and copies are available to Committee members. Such details have always been regarded as confidential to the Committee. The reason for holding such details is to facilitate communication between members, particularly by circulation of the Group Magazine; also to facilitate meetings of members, the Annual Weekend, to process Gift Aid applications, and occasionally to communicate personal matters such as ill-health.
- (3) The Group’s finances are managed by the Treasurer. Although funds are received for annual subscriptions by members no personal bank/credit card data is held by The Group.
- (4) The Group confirms that, as from 25 May 2018, data held will be confidential. It does not normally receive requests from outside parties to divulge data. In the unlikely event of this occurring The Group will first contact you personally to seek your agreement before taking any action.
- (5) GDPR requires The Group to seek your positive consent to its holding your personal data for the reasons given. Thus we ask you to sign and date this Consent Agreement and return to the Data Protection Officer , keeping a copy for your records if you wish. You may withdraw your consent at any time by contacting the Data Protection Officer.
- (6) GDPR will be reviewed regularly by the Committee and reported on at the Annual General Meeting.
- (7) If you have any questions about GDPR as it affects The Shelley Group and yourself please contact the Data Protection Officer.

MY/OUR* CONSENT AGREEMENT

(* in the case of Joint Members both must be named and each must consent)

Title First Name Surname

Title First Name Surname

I/We consent to The Shelley Group holding my/our personal data as stated above and for the reasons given. I/We understand that this data will not be divulged to a third party without my/our prior consent, and that I/We may withdraw my consent agreement at any time.

Signed Signed.....

(return to the Data Protection Officer at !7, Carline Road, Lincoln LN11HL or dataprotectionofficer@shelley.co.uk)