



***Use of information form.***

Dear Member

We are obliged to inform you of the information we hold about you and explain to you what it will be used for. If you agree to this use of your personal information please sign and date this form at the bottom.

We hold the following information about you:

1. Your name
2. Your address
3. Your contact details, potentially including email address and telephone number

We hold your name, address and contact details for a number of reasons:

1. So we can email you regular updates on club activities
2. As a point of contact in the event of an emergency
3. So we can contact you in the event of last minute changes to the programme
4. In the event of illness, bereavement etc we may send you cards and/or gifts

We need to get this sorted and forms signed by every member by May 25<sup>th</sup>. After that date we will have to delete your information until such a time as a use of information form is signed.

All information is password protected and accessible only to the club's committee members.

In the event of your leaving the club your information will be deleted as per the new guidelines.

If you have any concerns or questions regarding this form or what information the club holds about you please contact the club's Membership Secretary, Yvonne Brearley.

Please sign and date if you agree to your personal information being stored and used as detailed above.

Name..... Date.....

Signed.....