

Newent Association for the Disabled
Sheppard House
Sheppard Way
Onslow Road
Newent
Glos
GL18 1TL
01531 821227

General Data Protection Regulations (GDPR 2018): Client / Members Consent Form

Permission to store and process your data

To help with your enquiry or as a member of Newent Association for the Disabled we may need to record your details. These details may include personal and sensitive data.

To comply with the General Data Protection Regulation (GDPR) which comes into force from 25th May 2018 we must ask for your permission to store and process your personal and sensitive data for this purpose.

I give my consent to Newent Association for the Disabled to record and process sensitive personal information about me.

Name			
Signature		Date	
Address			
Telephone number			
E-mail			

I give my consent for Newent Association for the Disabled to contact me by the following means (please tick)

Post:

E-mail:

Telephone:

I am willing to receive from Newent Association for the Disabled information about events or fundraising, or invitations to participate in surveys or projects. YES/NO

PLEASE NOTE: You can withdraw from receiving postal information from us at any time.

Please also read the Newent Association for the Disabled Data Protection and Privacy Statement attached.

Registered in England and Wales Charity No 1121008
Vat No: 647 0933 25
Company Limited by Guarantee No 4937256

General Data Protection Regulations : Client / Member Information Sheet

What is personal and sensitive data?

Personal data is data which can be used to identify you. This may include your name, date of birth, address, telephone number, E-Mail address.

Sensitive personal data is information related to any of the following: racial or ethnic origin, political opinions, religious beliefs, trade union membership, health, ie medical condition and medication, sexuality or sex life, offences and/or convictions.

Where will you store my data?

Your records will be stored in an electronic database system accessed only by authorised employees of the Newent Association for the Disabled. Paper copies of your data may also be stored securely and accessed only by authorised employees of Newent Association for the Disabled.

How long will you keep my data?

We will hold your personal information on our system for as long as you are registered with Newent Association for the Disabled and receiving a service from us. This will extend for one year after the point when you tell us that you no longer wish to receive a service from us.

How will you use my data?

Your data will primarily be used for the purpose of providing you with a day centre, transport and support service. We will also use anonymised data for the purpose of statistical monitoring. In some instances, and only with your permission, Newent Association for the Disabled may contact you to invite you to participate in surveys or projects about particular issues.

Can I withdraw my consent?

Yes but Newent Association for the Disabled will not be able to provide you with an advice, transport and support service which includes provision of paper and electronic information and events.

What is a Data Controller?

A Data Controller is someone who is responsible for your data and who must make sure that your data is processed according to the law. For example they are responsible for making sure that the information held about you is accurate and that it is kept secure. For the purposes of the General Data Protection Regulations the Chief Executive of Newent Association for the Disabled is the Data Controller.

Why might you share my personal and sensitive personal data? Who will you share it with?

We will only ever share your information with your permission, for the purposes we have stated (unless required to do so by law).

Obtaining the information we hold about you

You have a right to ask for a copy of your information and to correct any inaccuracies. Under the General Data Protection Regulations 2018 Newent Association for the Disabled is required to respond to your request within one month. If you would like a copy of the information we hold about you, please write to the CEO Sheppard House Day Centre

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