

Old Caledonia Artificers Apprentice Association

Tel: 01255 551944
secretary@ocaaa.org

Secretary
67 Hankin Avenue
Dovercourt
Essex
CO12 5 HE

-
1st May 2018

Dear Member,

GENERAL DATA PROTECTION REGULATIONS (GDPR)

The Government are introducing an Act that comes into force in May 2018 and which replaces the current Data Protection Act and that it must be made clear to those for whom we hold data that they are aware of what we hold, where we hold it, how it is used and to seek agreement of how you require us to make contact with you.

WHAT DO WE HOLD – we record your full details within our membership spreadsheet from the application form that you complete, sign and submit to Secretary who also undertakes the Membership Secretary tasks for the association.

(full name, home address, telephone numbers, email address and next of kin details where provided.)

WHERE IS THIS INFORMATION HELD

It is held by the Association Secretary on a USB thumb drive and a laptop, both items are password controlled. The information is only used as stated below; it is not shared with any outside organisations.

HOW IS IT USED

It enables the Secretary to contact you over issues appertaining to membership and to send out to you copies of the newsletters and other pertinent information and are available to other members only.

SEEKING YOUR AGREEMENT OF HOW YOU REQUIRE US TO CONTACT YOU.

Would you please indicate below a) that you are happy that we store your personal data with the knowledge that it will only be used for the above purposes and b) how you would like us to communicate with you –

- a) Happy that you store my details
- b) Email
- c) post
- d) would you be happy if something was urgent that we telephoned you?

Please indicate by ticking which of these you agree with and return it to Phillip Alder, Secretary, at the above address and note that it is a requirement for everyone to return a signed copy. Please PRINT YOUR NAME under your signature.

Dated Signed

PRINT NAME

Thank you for your help and understanding in this matter.

Yours sincerely,

Phillip

Phillip Alder
Secretary OCAAA