

## **Data Protection – Please read carefully, complete, and return.**

The EU's General Data Protection Regulation (GDPR) has recently been updated and will apply from 25<sup>th</sup> May 2018 when it supersedes the 1995 Data Protection Directive (DPD). The UK Data Protection Act 1998 (DPA) will be superseded by a new DPA that enacts the GDPR's requirements. These will require the Cobham Mill Preservation Trust to obtain valid and particular consent for us to hold your personal data as briefly described below. Silence or inactivity in this regard cannot be considered to constitute consent. Therefore clear and affirmative consent, or otherwise, must be provided. This can be achieved using either of the two methods indicated below.

### **Statement of the personal data we hold about you and how it may be used.**

The Cobham Mill Preservation Trust (The Trust) will use your personal data, namely all the information that the Trust holds comprising your membership record. This record can include your title, surname and initials, your preferred name, postal address, telephone number(s), e-mail address(s), current status (e.g. whether paid-up Member, Honorary Member, Life Member etc.), a record of past annual subscriptions / donations and whether or not made by GiftAid etc., and current / past positions held (e.g. Treasurer, Technician, Chairman, etc.) for the purposes of general administration, management of subscription records, compiling rotas for Open Days, organising volunteer work and all other Mill events and meetings, and communicating with you about matters touching and concerning the Trust.

With the exception of your surname, initials, postal address and email address(s), we will not disclose your personal information to our service providers and / or agents without your prior and specific consent.

In brief, you have a right to request a copy of the personal data we hold about you and to correct any inaccuracies in your information. This copy will be provided free of charge, although we may charge a reasonable fee if the request is excessive, repetitive or a request for further copies of the same information. You also have a right to request that all data we hold about you is deleted (with all implied consequences), i.e. the right of erasure or 'the right to be forgotten'.

### **The requested consent for compliance with the EU's General Data Protection Regulation (GDPR) and the forthcoming new UK Data Protection Act (DPA)**

By returning the form below, duly completed and signed, you consent to The Cobham Mill Preservation Trust holding, maintaining, and processing the information held about you for the purposes described above.

Name(s) (Please use capital letters).....

Name(s) (Please use capital letters).....

Address & Postcode.....

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Email Address(s).....

Email Address(s).....

I / we give my / our consent to the Cobham Mill Preservation Trust holding, maintaining, and processing the personal data held about me / us. (Both parties to sign when appropriate)

Signature (1).....

Signature (2).....

Please mail the completed form to :- Cobham Mill, Mill Road, Cobham, Surrey, KT11 3AL

OR

Alternatively, if you wish to indicate your consent by email, please copy the above form, complete it, and email a scanned copy to [membership@cobhammill.org.uk](mailto:membership@cobhammill.org.uk)