**A picture containing logo

Description automatically generated**

**GDPR Consent Form**

**Member’s Name:**

**Position ( Optional)**

**Postal Address :**

**E mail address:**

**Tel No:**

***As the current UK GDPR / DPA legislation requires charities to seek informed consent through an opt in policy please take a few moments to read the following notes that explains why we collect this information and how we use it.***

***The above information is collected for the primary purpose of including your details in our data base used for correspondence with you by post or electronically and to manage membership.***

***This information will be held securely within the SLMDA secretariat at the address shown.***

***Data also may be shared with third parties deemed appropriate & authorised by the committee for the purpose of sponsorship of events. In the event the secretariat will make every effort to notify you of such sharing. T***

***We will store your information only as long as it is necessary (until the lapse of membership)***

***You can withdraw your consent at any time by e mailing the secretary***

**I have read & understood the reasons for the collection of my personal information and hereby give consent for it to be included in the SLMDA data base.**

**Signature :**

**Data Review**

Where does all data lie? ***Secretariat address***

Is a chart / map available? **Roshan / Mano to action**

What personal data do we hold **Name Address Tel No DD details**

When was the personal data processed? **Date in excel sheet**

Where is it processed? **Secretariat address**

Is there a Cookie policy for the website? **Webmaster to confirm**

Is there a documented ToC for the website? **?? Webmaster**

What technology is available for the protection of Data / Website? **Webmaster to advise**

**Under GDPR, consent must be:**

Unbundled ie It should be separate from ToCs

Contain an Active Opt in

Must State clearly who has given consent

Consent must be recorded

Consent must be easy to withdraw

DPO Must be appointed ? *Not applicable to SLMDA but accountability should be covered by a designated person/s*

**Compliance Summary:**

Written policy Yes

Management responsibility Yes

Registration with IC — Not mandatory for Non Profit Organisations but needs discussion \*\*\*

To be decided

Privacy notices to be included in the website and all forms used for data collection Yes

Responding to written requests from members / stakeholders Yes

Appropriate collection Yes

Appropriate Disposal examples - Unused data/expired membership Yes

Date of policy review 24.11.2018

Date of Training 24.11.2018

Author SA 24.1.2018