



## THE COMPANY OF MERCHANT TAYLORS

21 February 2018

### IMPORTANT NOTICE

The General Data Protection Regulation (GDPR) will take effect in the UK in May 2018. It replaces the existing law on data protection (the Data Protection Act 1998) and gives individuals more rights and protection on how their personal data is used by organisation. The Merchant Taylors must comply with its requirements, just like any other charity or organisation.

#### **What does this mean for you?**

From May 2018 you will need to give your consent to us before we can send you any further information or communicate with you regarding events.

We have therefore prepared a consent form, which is enclosed with this letter, that we respectfully require you to complete and sign and return to the Clerk, by 01 April 2018, by email or by post. If you do not return the form then we shall not be permitted to communicate with you.

Once received your data will be entered on a spreadsheet and held by the Clerk and Assistant Clerk in a central file that is password protected and only accessible by them. Should you wish to see what data is held then a request can be made to the Clerk who will provide the information to you within one month of the request.

I have also enclosed a copy of the Company's Data Privacy Notice for your information as required under the new legislation.

If assistance is required, or any further information then please do not hesitate to contact the me.

Yours sincerely

Jo Wright  
Clerk

Please address all correspondence to the Clerk of the Company  
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