



**DATA PROTECTION CONSENT FORM**  
**(in conjunction with Membership Application form)**

**October 2020**

General Data Protection Regulations require that organisations such as RDCS **must have your formal, written agreement to hold information about you.** The only information that we hold on you is that provided by you on your Application Form and individual signup sheets and will be used for the purposes outlined below. Except where indicated, the data will not be passed to any third party but be for the sole use of RDCS in its administration of your membership.

**RDCS USE OF MEMBERS' PERSONAL DATA**

**PLEASE NOTE THIS CONSENT FORM SHOULD BE READ IN CONJUNCTION WITH THE RDCS PRIVACY & DATA PROTECTION POLICIES\*\***

The data we hold will be:

1. Limited to the data freely given by you on your original Application for Membership Form and on signup sheets used for individual events and activities.
2. Stored securely and held by the Membership Secretary solely for RDCS membership purposes and not be passed on to any outside individual, agency or organisation other than HM Revenue & Customs (HMRC) as required by law.
3. Used to communicate with you as an RDCS member (e.g. about times, venues and cancellation of meetings, managing your subscription and arranging for the loan & return of music) and shared, when necessary, with Officers of RDCS (Chair, Secretary, Treasurer) & Committee Members of RDCS in their administration of the RDCS and your membership.
4. Used to send you general information from third parties about choral matters.
5. Shared with HMRC for the claiming back of Gift Aid donations (for those members who have agreed to this).
6. Be retained for up to six years after you leave RDCS as it may be required by HMRC.

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**TO CONFIRM YOUR AGREEMENT PLEASE TICK THE BOX ON YOUR MEMBERSHIP FORM.**

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**\*\*Members may download copies of RDCS's Privacy Policy and Data Protection Policy from the RDCS website or obtain them from the Data Protection Officer, John Prentice Tel: 0115 9845535 or email [john.prentice@btinternet.com](mailto:john.prentice@btinternet.com)**

**For further details or to discuss any concerns about how RDCS holds/manages your personal details please contact John.**