

St Margaret's with St Nicholas Ward Forum

General Data Protection Regulation (GDPR)

Explanatory note for new and existing constituents.

Because of the new regulation which came into effect on May 25, 2018 it is necessary for the ward forum (SMwSNWF) to obtain the consent of constituents to hold and process the personal data they provide to the ward forum and to use it for the purposes of running SMwSNWF. **This enables the ward forum to act on the behalf of constituents in dealing with matters affecting the ward.**

Although SMwSNWF is advised that constituents' consent is not strictly necessary, it regards it as a matter of good housekeeping that their consent is confirmed at time of joining/renewing, even though it is possible for SMwSNWF to assume from their interest that further consent is implied. SMwSNWF also considers that it is good for transparency purposes that **constituents are asked** to confirm how they would like to receive communications.

However, it remains possible to opt out of these choices at any time.

The **formal details** of which the ward forum needs to notify constituents therefore are as follows:

- Constituents' details will be processed fairly and lawfully in order to satisfy the agreement entered into with them on their registration and continuance of it. This will ensure they receive the latest news and information.
- Details will be kept safely and securely and constituents have the ability to opt out of our communications at any time.

Preferred method of communication and acknowledgment of this information.

To enable us to maintain our records and also in order that we know how you wish to be contacted, please complete your details and sign below and return the form with the consent form to the SMwSNWF secretary, Sally Turff, 15 Queen St, King's Lynn, PE30 1HT.

I/We would prefer to be contacted by SMwSNWF (please ring choice)

- Email
- Post

I/We acknowledge receipt of this information

Signed.....Dated.....

Name (Capitals).....