****

**Data Protection Policy – Consent Form**

Our Data Protection policy has been drafted in accordance with the General Data Protection Regulation (GDPR) which is the EU law that is effective from 25 May 2018. The GDPR applies to both digital and hard copy data. Decisions about what personal information is held and procedures for holding that information in a secure way, are made by the LSC Committee of Management.

The Leicester Sketch Club holds personal information about individuals so that members can be written to, and membership fees can be collected, and members and friends can be kept up to date about Club activities.   The information we gather and hold is limited to what the Club needs to function; it is not shared with third parties and is not retained for longer than necessary. Our processes are designed to protect personal information about Club members.

The personal information held by LSC for each member, (including Associate and Student) is name, address, e-mail, and telephone and contact preference. We need the explicit consent of members to hold this information. So, you are asked to complete and sign this form. A core activity of the Sketch Club is also to enjoy sharing images of members’ work, including posting images on social media and we also need your consent for this.

Wherever possible, the LSC volunteers communicate with members by Email. But, we realise this is not always appropriate, so please indicate below.

Unfortunately, if we do not receive explicit consent we are not able to retain your contact information on the Club’s records. Please either return the form to Alison Cork (secretary) at one of the Monthly meetings, or post it to:

Alison Cork

47, Belvoir Drive, LEICESTER LE2 8PB

Thank you

NAME………………………………………………………………………………………

ADDRESS……………………………………………………………………..

EMAIL …………………………………………………………………………

TELEPHONE………………………………..

(please tick where appropriate)

I consent to my name and contact details being held by the Sketch Club.

I give permission for images of my work, to be used by the Sketch Club in the pursuit of its legitimate interests.

NO, I cannot accept information by Email.

NO, I do not have access to a printer.

|  |  |
| --- | --- |
| Signature | Date |