



The Randolph Caldecott Society

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e-mail: [treas@randolphcaldecott.org.uk](mailto:treas@randolphcaldecott.org.uk) .....

**The Data Protection Act** ..... 200...

Dear Member,

As the keeper of RCS membership records, I am what the Data Protection Act calls a “data controller”. Most data controllers have to “notify” (i.e. register with) the Data Protection Commissioner so that he can check on their observance of the rules.

However, I don’t have to notify because the RCS is a non-profit making organisation and because of the very restricted use we make of your personal details. Nevertheless I have to abide by the Act.

The information I will hold about you is shown on the attached sheet. I may disclose this information to any member of the Society and to any enquirer about Randolph Caldecott whom I think you may be able to help; I only disclose subscription payments to Committee members.

To comply with the Act I need your authority to disclose the information even to this limited extent. Please therefore ring the “yes” or “no” against each item on the attached form and return it to me.

Please be aware that if you do not return the form to me with at least the first three items affirmed we will not be able to communicate with you and I shall have to remove you from our records.

Yours sincerely

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(Treasurer)

The Randolph Caldecott Society

**Data Protection Act Authorisation**

The Data Protection Controller may keep and disclose to the other members and potential members of the Society all the information, as indicated by ringing below, about the persons/organisation covered by my membership subscription.

Any information ringed “No” below is to be deleted from the Society’s records.

Title, initials, forenames and surname.....Yes/No

Address.....Yes/No

Subscription status.....Yes/No  
(To committee only)

Telephone number.....Yes/No

e-mail address.....Yes/No

The Society is affiliated to the Alliance of Literary Societies. As a member, you become eligible to receive email updates from them about literary events at no extra charge. If you have supplied your email address and would like to receive these updates, please indicate here.....Yes/No

Signed.....

Name (capitals).....

Date.....