# BFES/SCEA Association

**General Data Handling and Protection Policy Regulations (GDPR)**

Important information for members: Updating your contact details and mailing preferences

As the General Data Protection Regulation (GDPR) comes into effect across Europe on 25 May 2018 we’re taking the necessary steps to ensure that your Association is ready to meet its obligations.

We are reviewing our Data Handling and Protection Policy to clarify our respective responsibilities under the General Data Protection Regulation (GDPR). The changes made will specifically reflect that under GDPR the Association is a controller of your data and is required to document its responsibilities in relation to that data.  A copy of the Association Privacy Notice will be sent to all members with the late summer Newsletter and members will have the opportunity to raise any associated issues at the AGM in October. Following the AGM the new Privacy Policy will be available from the Association website.

As a valued association member, your information is currently held securely within our membership, subscriptions’ and events’ management databases.  It’s very important to us that any information we send you is relevant and useful and that our records are accurate.  You can help us to ensure that by updating your contact details and mailing preferences on the pro-forma below and returning it to us as soon as possible. Please ensure that you keep a copy for your own records.  ***Signing to give the Association permission to continue to hold your information will ensure that you continue to receive Newsletters and details about forthcoming events.***

For your information the AGM will be held at the Queen’s Hotel in Leeds on Saturday 6th October 2018. It will start at 11.30 and be followed by lunch at 1pm.  Full details and a booking form will accompany the late summer newsletter.

Please therefore, would you complete and return the form below to:

**Membership Secretary, 94 Headcorn Drive, Canterbury, Kent CT2 7TX Thank you.**

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| YOUR NAME: (*please print)* |  |
| First line of address and postcode: |  |
| Email address: |  |
| How I prefer to receive the Newsletter and information about forthcoming events: *(please indicate preference)* | **via email** | **by post** |
| **I agree that the BFES/SCEA Association may continue to keep my information about membership, subscription and event management in their secure databases.**  |

Signed……………………………………………..……………… date…………………………..………