



## WORSHIPFUL COMPANY OF BUILDERS' MERCHANTS

### MEMBERS' GDPR CONSENT FORM

This GDPR Consent Form forms part of the Worshipful Company of Builders' Merchants' Data Protection Policy, a copy of which can be found on the Company website: [www.wcobm.co.uk](http://www.wcobm.co.uk) or on request from the Clerk.

Subject to your consent, the Worshipful Company of Builders' Merchants ("the Company") will, from time to time, keep you updated with news about your Company's work, our charitable activities, events, outings and other opportunities. We would like to do this through the medium of email and the website ([www.wcobm.co.uk](http://www.wcobm.co.uk)). Occasionally, administrative demands may mean that the best way to do this is by letter or telephone call.

We will only do this if you tell us that you are happy for us to contact you for these purposes by ticking the box below. You can then tell us how you would like us to communicate with you on the form below. The form also allows you to give consent for the Company to hold relevant personal data about you (also listed in the Data Protection Policy and Privacy Notice).

**1. Please confirm your identity and your email address (or address for correspondence if you do not have an email address):**

**Full Name:** .....

**Email address:** .....

**Address (non-email):** .....

.....

.....

**Blanket Consent: If you are happy to give consent for all the data measures that are mentioned in Sections 2 to 8**

**that follow, then please tick this box:**

*If you tick this box, there is no need to complete anything else. You only need to sign and date the Form on Page 3. Alternatively, please provide your consent as indicated in the individual boxes in sections 2 to 8 on the following pages:*

The completed Consent Form should be emailed to [info@wcobm.co.uk](mailto:info@wcobm.co.uk)

Or sent by post to: The Clerk  
Worshipful Company of Builders' Merchants  
4 College Hill  
London. EC4R 2RB

**And should be returned by 25<sup>th</sup> May 2018 to ensure uninterrupted communication from the Company.**

**2. Consent to hold your Personal Data: (please tick 'Yes' OR 'No') – I give consent for the Company to hold the following personal information on its electronic database and/or hard copy filing:**

- **My title, first name, surname and any post nominals** YES  NO
- **My home address and post code** YES  NO
- **My work address and phone number (if applicable)** YES  NO
- **My email address** YES  NO
- **My mobile and landline phone numbers** YES  NO
- **My date of birth** YES  NO
- **A photograph of me (if held)** YES  NO
- **My CV & Application Form to join the Company** YES  NO
- **Financial dealings (Quarterage, Charity, Gift Aid)** YES  NO
- **My Bank Account details  
(for Direct Debit payments and any reimbursement of payments that might be made):** YES  NO
- **Details of my attendance at Company Events** YES  NO
- **Details of any special dietary requirements** YES  NO

**3. Consent to share your Contact Details: (please tick 'Yes' OR 'No') – I give consent for The Company to give the following personal information to other Members of the Company:**

- **My name and address** YES  NO
- **My email address** YES  NO
- **My mobile phone number** YES  NO

**4. Consent to share your Personal Details: (please tick 'Yes' OR 'No') –** I give consent for the Company to give the following personal information to relevant contractors for events and, where relevant, for that information to appear on seating plans, attendance lists, place cards, etc:

- **My title, first name, surname and any post nominals** YES  NO
- **My position within the Company (where relevant)** YES  NO
- **Any dietary requirements I might have** YES  NO

**5. Consent to reproduce a photograph of you (if taken): (please tick 'Yes' OR 'No') –** I give consent for the Company to include photographs in which I appear at any of its events in its Newsletter:

- YES  NO

**6. Consent to include your name and address in the City's Common Hall Register: (please tick 'Yes' OR 'No') –** I give consent for the Company to include the following information in the Common Hall Register of the City of London (the list of Liverymen entitled to vote in elections for the Lord Mayor and the Sheriffs):

- **My name and address** YES  NO

**7. Consent to publish and to share your name and address in the City's "Blue Book": (please tick 'Yes' OR 'No') –** I give consent for the Company to publish my name in the City of London Blue Book (a list of members in all City Livery Companies that is available for purchase by the public):

- **My name** YES  NO
- **My address** YES  NO

**8. Consent to be contacted by the Company: (please tick 'Yes' OR 'No') –** I give consent for the Company to contact me by the following means (NB. This is not a preference choice; you can select as many as you wish):

- **By email** YES  NO
- **By letter to my home address** YES  NO
- **By letter to my work address** YES  NO
- **By phone (mobile and landline)** YES  NO

SIGNED: .....

NAME: .....

Date:.....