

Dear Sibyl.

Good afternoon. GDPR comes into force on 25<sup>th</sup> May 2018 as you have no doubt been informed in email after email!

GDPR does apply to The Sibyls even though we are only a relatively small organisation. In view of the great sensitivity of the data that we hold, and the potentially great damage that unauthorised disclosure of membership of The Sibyls could cause, we have taken our review of our data security procedures very seriously indeed.

The result is a comprehensive Privacy Statement which is attached to this email. Please read it carefully. Please direct any comments or queries to me in the first instance.

As our security policy indicates that your EXPLICIT consent to having your data processed is required, please complete the very short response form below – response data to this survey is encrypted and this is more secure than if you respond by email. The form is very simple and should take less than a minute to complete.

Your response will confirm that you wish to remain a member on our database and allows you to update your preferences as to how we contact you. The telephone numbers and postcode will also allow us to confirm that the contact information about you that we hold on our database is up-to-date. If you have email please consider including this option in your contact preferences (please select all contact methods that you are happy with – you are NOT restricted to one). Sibyls charges no membership fee and has very limited funds, so the cost of any printing and postage is borne personally by the Communications Officer. Some members have expressed a wish for more local meetings so we have included a question about whether you would wish to be involved (which would involve you being contacted by a Sibyl acting as Regional Organiser).

<https://www.surveymonkey.co.uk/r/KWWHPMZ>

As you are a member who has specified communication by post you will find enclosed the following documents:

- Sibyls Privacy Policy
- Hard Copy of Response Form

If you are unable to use the SurveyMonkey URL above please return the completed hard copy response form to me. My address is shown on the hard copy response form.

Please respond straight away to avoid unnecessary administration activity. **UNLESS YOU RESPOND WE WILL NOT BE PERMITTED TO SEND YOU ANY FURTHER COMMUNICATIONS AFTER 25<sup>TH</sup> MAY 2018**, other than a reminder to respond.

**IF YOU FAIL TO RESPOND BY 23<sup>RD</sup> JUNE 2018 GDPR WILL REQUIRE US TO DEEM THAT YOU DO NOT WISH TO REMAIN A MEMBER, YOUR DATA WILL BE ERASED AND YOU WILL CEASE TO BE A MEMBER** (although you would be able to re-apply to join later). If you notify us that you do not wish to remain a member we will delete your data immediately.

If you wish to respond from a mobile device you can do so. Also attached is a QR code that you can open and scan – this will also take you to the response form.

We hope that you will wish to remain a member of our community.

Best wishes,

Philippa Whittaker  
Communications Officer

**Sibyls Consent Form**

*1. Edited Contact Details*

Name \_\_\_\_\_

Postcode \_\_\_\_\_

Country \_\_\_\_\_

Email Address \_\_\_\_\_

Phone Number \_\_\_\_\_

*2. Do you wish to remain a Member of The Sibyls?*

Circle one      YES                  NO

*3. Please indicate ways that we may contact you – please select as many as possible*

Tick boxes to indicate consent

Email   

Telephone – Mobile                       

Telephone – Landline                     

Post   

*4. Would you like to participate in Regional Meetings?*

Circle one      YES                  NO

Please return this form by Post (or by scanning and emailing to [whittakerpr@ntlworld.com](mailto:whittakerpr@ntlworld.com)) to:

**Mrs. Philippa Whittaker  
160 Chamber Road  
Coppice  
Werneth  
OLDHAM  
Lancashire  
OL8 4BU**

**Please aim to respond by 25<sup>th</sup> May 2018 or as soon as possible thereafter.**

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