



We need your consent!

It has become ever more complicated to organise our Monthly Trips and Holidays with the amount of contact and personal information that we need to keep track of. For the Christmas 2018 trip we received 118 applications.

This information includes Name, Address, Telephone Numbers, Email Address, your usual Pickup Point, Membership of National Trust and English Heritage and whether single or joint bookings are made. In addition, for the holidays your room preference and Next of Kin (NOK) details have been requested. It has been suggested to us that we should in fact keep the NOK information for all trips in case there is an incident that requires other parties to be notified but this may or may not be done through the information that will be held separately on the Tonbridge U3A database that it is proposed will also hold this information.

We have been capturing this information from trip application forms and building a spreadsheet which is specifically restricted to access by the members of the "Travel Team" (and no-one else) and is pass-worded to protect your information. We will not disclose this information to any other party except where it is needed specifically to facilitate the trip that we are organising or that it is to your benefit to do so. An example of this would be the Logistics Company that we are required to use on all residential holidays and for which you would normally complete an application form requiring this information.

The new **General Data Protection Regulations (GDPR)** require us to obtain your specific consent for us to hold and use this information.

Please understand that this is been done solely to make the tasks of the Travel Team less onerous and to improve the service that we seek to provide to you.

Would you please either email the details on the form below to geoff@tu3a-travel.org.uk or alternatively return the form to **Geoff Sharp, 3 Addlestead Road, East Peckham, Tonbridge TN12 5DU**. If you wish to discuss this further you are welcome to call Geoff on 07774 43 30 36.

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TRAVEL TEAM DATA RETENTION CONSENT

I / WE _____

Give consent to / Do NOT consent to (Delete as appropriate)

My / Our personal information being retained by the Tonbridge U3A Travel Team

Name _____ Name _____

Signed _____ Mem No. _____ Signed _____ Mem No. _____

Dated ____/____/2020 Dated ____/____/2020