



Dear Client, 2020.
On May 25th 2018 the data protection laws changed. We are writing to tell you about these changes, which provide stronger protection for personal data.

As a client of Didcot Volunteer Drivers you have been asked to give us your personal data on the DVD Registration form.

This is the data: your name; full address; telephone number(s); e-mail address if applicable; date of birth; any mobility aids used and whether you have a Blue Badge.

Under the new law, we need your permission to keep this data on our records. We cannot offer you a transport service unless we have your details on our database and your permission to use them to contact you for the operation of the service.

Your data is held securely on our office computer, to which only DVD staff have access.

It will only be used to fulfil your requests for transport and to send you a registration letter once a year, for as long as you use our services. We will not use your personal data for any other purpose.

Please sign both copies of this letter; **return one copy** to the DVD office in the enclosed envelope **and keep the other copy** for your records. Anyone in your household who is registered with DVD should sign as requested.

Please sign below if you permit Didcot Volunteer Drivers to hold your personal data for the legitimate interest of operating a voluntary transport service.

I/We confirm that I/we permit Didcot Volunteer Drivers to hold my/our personal details on the database for as long as I/we use their transport service.

Name(s) Please print.....Tel. No.....

Signature(s).....

Please return this signed letter to the DVD Office with your Registration form.

Thank you from Didcot Volunteer Drivers Committee