



LIVERPOOL BLUE COAT OLD BLUES' ASSOCIATION

Registered Charity No. 1072458

10 Bempton Road, Aigburth, Liverpool, L17 5BB

Tel: 01924 511458

E-mail: tonysalmon59@gmail.com

Website: www.liverpoololdblues.com



REGISTRATION & DATABASE CONSENT FORM - INFORMATION

WHAT IS THIS FORM ABOUT?

On 25th May 2018, the new GENERAL DATA PROTECTION REGULATION (GDPR) came into force. This means that it is no longer legal for us to hold personal details of anybody on a database without the express consent of those concerned, so our database compiled before 25th May 2018 can no longer be used. If you wish us to hold your details, you must complete this form and send it to us at the address shown at the top of this page. If you prefer, you can scan or photograph your completed form and send it to the email address at the top of this page.

DO I HAVE TO FILL IN EVERY BIT OF THIS FORM?

The simple answer is "no". You should only supply information that you wish us to retain. If there is any question you do not wish to answer, please leave it blank. Even better, you can cross out any part of the form that you do not wish to answer.

WHERE WILL THESE RECORDS BE KEPT?

The completed paper forms will be held in a secure location in West Yorkshire. The details from the forms will be entered into an electronic file, secured remotely. No data will be shared with any other organisation. The Liverpool Blue Coat School will hold its own database of contacts. If you wish to be included in this, please contact the School.

HOW LONG WILL THIS INFORMATION BE KEPT ON RECORD?

The information from this completed form will be stored until we receive one of the following:

- ❖ A new form from you with updated information,
- ❖ Written instructions from you to remove you from the database, or
- ❖ Notification of your death.

THE "MEMBERSHIP & SUBSCRIPTION" SECTION

Any person who has ever been a student or a teacher at The Liverpool Blue Coat School is, by default, an "Old Blue". All Old Blues are welcome to attend any business meetings or events organised by the charity. However, to be able to vote at meetings, you must be a "Subscribing Member". This means that you have paid a subscription during the current financial year (1st January to 31st December). The amount you pay is up to you, and obviously dependent on your circumstances. Most of our members pay at least £10.00 per year.

HOW DO I PAY MY SUBSCRIPTION?

There are several ways to do this:

- ❖ You can send us a **cheque or postal order** (payable to "Liverpool Blue Coat Old Blues' Association") to the address at the top of this page. If you send this by post, please include it with this form, or write your name and address on the back.
- ❖ You can bring **cash** to any of our business meetings, (do not send cash through the post).
- ❖ You can set up a **Standing Order**. The form to do this is on page 3 of this document. You can pay annually, quarterly, monthly or even weekly.
- ❖ You can **transfer money online** straight to our bank account. Please put your name as the "reference", and use these details:

Account name: Liverpool Blue Coat Old Blues' Association
Sort-code: 20-51-43
Account number: 20555002
Bank: Barclays

GIFT AID

If you are a UK tax payer we can claim back the tax you have paid on your donation - up to 20p for every £1.00. This will not cost you a penny. Simply tick the relevant box on the form overleaf. Previously submitted Gift Aid forms will continue to be valid. To withdraw from this, please instruct us in writing.

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LIVERPOOL BLUE COAT OLD BLUES' ASSOCIATION DATABASE CONSENT FORM



Please read the notes on page 1 before completing this form.
Please write clearly in black or blue ink.

PERSONAL DETAILS

Title: _____ Forename(s): _____ Surname: _____

Postal Address: _____

Postcode: _____

Telephone numbers - Home: _____ Mobile: _____

E-mail address: _____ Date of birth: ____/____/____

TIME AT THE SCHOOL

Dates in attendance at The Liverpool Blue Coat School: From _____ to _____

Capacity (delete as appropriate): Boarder / Day Pupil / Teacher / Other _____

MEMBERSHIP & SUBSCRIPTION

Please tick the relevant box(es):

- I would like to be listed as a Subscribing Member
- I would like to be listed as an Associate (ie NOT as a Subscribing Member)
- I enclose a cheque/postal order for £_____:____ (payable to "Liverpool Blue Coat Old Blues' Association")
- I have completed a Standing Order form to make my donation.
- I have donated the sum of £_____:_____ via an online bank transfer.
- I wish to "Gift Aid" my donation(s) to the Liverpool Blue Coat Old Blues' Association. I understand that to qualify, what I pay in income tax or capital gains tax must at least equal the amount that The Liverpool Blue Coat Old Blues' Association will claim in the tax year (up to 20p for every £1 donated).

HOW THIS DATA IS TO BE USED

Please tick the relevant box(es):

- I would like to receive details of meetings and events.
- I would like to receive newsletters about the School and the Old Blues.
- I would like to be notified when my subscription is due.

AUTHORITY

Compliant with the terms of the General Data Protection Regulation 2018 (GDPR) I hereby give permission for the Liverpool Blue Coat Old Blues' Association (charity number 1072458) to store the information I have provided above on a secure electronic database. This form supersedes any previous form I have submitted. I understand that this Consent Form will be retained at a secure location. I further understand that should any of the above details or wishes change, I must complete another Consent Form. If I wish to be removed from the database at any time, I will inform the charity in writing. I have read and understand the information on page 1 of this form. All the information I have supplied is correct and up to date.

Signed: _____ Date: ____/____/20____



STANDING ORDER MANDATE

Liverpool Blue Coat Old Blues' Association
10 Bampton Road, Aigburth, Liverpool, L17 5BB
Registered Charity No. 1072458



Instruction to your Bank/Building Society to pay by Standing Order

Please fill in this form and send it to the charity at the above address

YOUR OWN BANK

To the Manager _____ Bank/Building Society*

Branch address: _____

_____ Postcode: _____

YOUR ACCOUNT

Sort code: ____ - ____ - ____ Account No: _____

Name of account holder(s): _____

Please pay Barclays Bank, sort code 20-51-43, account number 20555002

the sum of £ _____.

commencing on (date) ____ / ____ / 20 ____ and thereafter

monthly/quarterly/annually*, and debit my account accordingly.

(*Delete that which does not apply)

Signature: _____ Date: ____ / ____ / 20 ____

This form was revised on 9th Jan 2019