



## Advanced Steam Traction Trust

11 April 2018

Dear ASTT Member,

### Contact Permissions & Notifications for Compliance with new General Data Protection Regulations

In order to comply with the new General Data and Protection Regulations that come into force on 25<sup>th</sup> May, ASTT is adopting the following policies:

1. ASTT will take responsibility for compliance with the new regulations;
2. ASTT will not employ an external compliance assessor but will self-assess its compliance;
3. ASTT will seek members' permission to contact them by email.

As a member of ASTT you have provided us with an email address which is our normal means of communication with you. Our adoption of the above policies means that we will only contact you by this means, for which we need your explicit permission before the regulations come in to force. **Please note: we will not be able to contact you after that date unless we have your signed permission to do so.**

We therefore invite you to verify the email address that ASTT holds for you and through which you will have received this notice. If you wish to verify any other information that the Trust may hold about you, please write to the Membership Secretary at the address below. [In most cases the information held is limited to that contained in the Membership Application form that you sent us.]

If you are happy for ASTT to continue contacting you by email, please complete and return the attached Contact Permission Form (overleaf).

If you do not provide us with your written permission then we will be unable to continue contacting you for any reason in connection regarding any ASTT matters. For instance, we would be unable to:

- Send you invitations to meetings, conferences and other events;
- Send you ASTT's Newsletters;
- Forward emails to you which may be received from others who may want to contact you;
- Notify you about membership renewal;
- Contact you for any other reason.

Being a UK-based organisation, we are responsible for compliance with the new Data Protection regulations irrespective of whether you reside in the UK or overseas, which is why we are asking you to reaffirm your permission for us to continue contacting you in the future.

Please complete, **sign** and return the form overleaf, preferably a (scanned) copy by email in PDF, JPG or similar format, to [info@advanced-steam.org](mailto:info@advanced-steam.org) or else by post to:

ASTT Membership Secretary, Flat 4, 2 Kimmerghame View, Edinburgh, EH4 2GP, UK.

**This permission is required from ALL members. Forms must be signed otherwise they must be discarded.**

**Forms MUST be returned by 25 May 2018** but an immediate response will be greatly appreciated.

Many thanks,

Chris Newman  
Membership Secretary