

# **Associated Tap Dancers**

**Head Office & TapUK Festival**

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Dear Member,

We would like to draw your attention to the Data Protection Act 2018:

As a 'Not-for-Profit' organisation we are not obliged to register with the Information Commissioners Office for the purposes of data protection. However, Associated Tap Dancers will adhere to the principles of the Act and need your permission to retain your name, address, postcode, email (if available) and telephone number as data stored on our computer database.

ATD need this information to inform you of events and updates. This data will only be used for the efficient running of the Association and will not be given to any person not involved with the administration of the Association.

We will never share your personal data with third parties for their own marketing purposes. Any marketing messages are sent by us, however we may tell you about third party special offers in some of these messages.

You are always in control of your preferences and you can decline to have your information stored, ask to view the data we hold on file about you, or unsubscribe from our Association and marketing by sending a written request to the Membership Secretary at any time.

Should your membership lapse, we will keep your details on the file and continue to send you information for a maximum period of 12 months from the membership renewal date unless you have specifically requested otherwise in writing as above. After that (or following a request to be removed) your details will be deleted from our database and any paper documents containing them will be shredded.

Remember ATD are always pleased to hear from you and look forward to seeing you at our events.

Happy Tapping,

**Penny, Angela, Vicky, Sam and Dolores**