

22nd May 2018

Dear LMI Member,

The General Data Protection Regulation (GDPR Regulation (EU) 2016/679)

From 25th May 2018, new data protection rules come into force and Liverpool Medical Institution is making changes to the way it collects, stores and disposes of personal data in order to ensure GDPR compliance. The Regulation offers greater personal privacy of information, as well as extending rights to the owners of that information. Liverpool Medical Institution has a data protection policy (reference LMI 016) which details how this will work in practise.

Here at Liverpool Medical Institution we take your privacy seriously and will only use your personal information to administer your membership, including sending you updates about events in accordance with your chosen correspondence permission. We will store your personal data securely, limiting access to management for scheme administration purposes only.

We will only provide your details to other companies or organisations who have a legal requirement to receive your details. These currently comprise:

- Our bankers, Lloyds Bank plc and their associated company, Lloyds Teledirect: for the purposes of collecting your subscription, where this is paid by direct debit or standing order
- Worldpay: when we process your card details for the payment of membership subscriptions or for programme events or similar

In addition, your personal details may be viewed by our accountants, DSG, during the financial year end process.

In order to process your membership, we will ask you to give consent for us to share this information, please complete the consent form (available online or offline as a letter) as soon as possible. This consent will remain valid for duration of your membership, unless you contact us in writing, by post or by e-mail, to the contrary.

If any of your personal details change, for example, if you move house or change your name, please let us know as soon as possible.

If you wish to see the records that we hold for you, you must make this request in writing.

Thank you for your ongoing support of Liverpool Medical Institution.

Yours sincerely

Derek G Machin
Chair of Trustees