

## **MD 105 LIONS CLUBS**

### **“GENERIC” PRIVACY NOTICES FOR FORMS AND EMAILS**

#### **These are for use by Clubs**

By law, every organisation that produces a form to collect personal information must include a “privacy notice”. Lions Clubs will collect and process personal information on members, non-members, adults and children alike.

#### **Therefore any form on paper should include the following:**

“Any personal data/special category data contained herein are processed in accordance with UK data protection legislation. If you would like further details, please ask for our main Privacy Notice”

“Personal data” is defined as any information relating to a natural person.

“Special category data” is defined as any personal data within certain categories, such as physical/mental health or condition; race or ethnicity; political or religious opinions. It does NOT include age.

### **ELECTRONIC FORMS**

Electronic forms are slightly different.

“Any personal information herein is processed in accordance with UK data protection legislation. All feasible security measures are in place. Further details are in our Privacy Notice.”

### **EMAILS**

Emails have slightly different rules to abide by as well as the Data Protection legislation. Therefore the short privacy notice to go on there is a little longer;

“All personal data/special category data herein are processed in accordance with UK data protection legislation. All feasible security measures are in place. If you are not the intended recipient, please notify the sender and delete all copies. Thank you.”

This should be placed at the end of a signature. On the email template you can put in a “signature” with any text you like so this can appear there.