Data Protection Policy

Policy

Policy statement

Tibberton Community Shop Ltd (TCS) is a community benefit society registered in England and Wales with the Financial Conduct Authority under the Co-operatives and Community Benefit Society Act 2014 and is owned by its Members, the majority of whom are residents of the Parish of Tibberton and Cherrington. TCS is entirely volunteer run with no paid employees and operates from Tibberton Village Shop with a Management Committee elected from and by its Membership. The Shop is located in the village of Tibberton, near Newport in Shropshire, and delivers various Shop and community hub services for the benefit of residents of the Parish and visitors to the area. TCS and the community it serves, and which supports it, received the Queen's Award for Voluntary Service in 2017.

TCS is a socially responsible business, committed to commercial success to maximise the benefits we can reinvest in our community through donations while upholding the highest standards with regards to our business operations. This policy forms part of our standards of good practice and is aligned with the TCS IT and Information Security Policy.

In addition to existing UK Data Protection legislation, the European General Data Protection Regulations (GDPR) came into effect in the UK on 25th May 2018. TCS has completed the online assessment to assess whether TCS needs to register with the UK Government's Information Commissioner's Office (ICO) in 2018 and 2020. TCS did this to enable the Shop to operate and meet its legal requirements, because TCS hold and process elements of our members', volunteers' and customer account holders' personal data; and process customers' card or contactless payments.

As a "not-for-profit" organisation and due to the type of data TCS holds and processes, TCS does not need to register with the ICO, or to have a Data Protection Officer registered with the ICO. Quoting from the online assessment result: *"**You are under no requirement to register** Some not-for-profit organisations are exempt and based on the information you have provided you do not have to register with the ICO. However, it is important that your organisation adheres to the principles of the General Data Protection Regulations and understands best practice for managing information."* A copy of the completed assessment outcome is held by the TCS Secretary.

To help TCS meet its data protection obligations as the policy guide for how we gather, store and use the personal data of our members and volunteers, the Management Committee produced the **Data Privacy Guiding Principles - Members' and Volunteers' Data** in 2018. This has now been updated and included on pages 2 to 5 of this Policy. Pages 6 to 9 of this Policy considers the wider Data Protection implications of TCS's business, regarding its operational data and customer data.

Tibberton Community Shop and Tibberton Village Shop are trading names of Tibberton Community Shop Limited. Registered in England and Wales with the Financial Services Authority under the Co-operative and Community Benefit Societies Act 2014; Registered No.31405R. Registered office: Tibberton Village Shop, Maslan Crescent, Tibberton, Newport, Shropshire, TF10 8PB.

Data Privacy Guiding Principles - Member, Volunteer and Customer Account Holder Data

These explain what TCS does with the 'personal data' it holds for its members, volunteers and customer account holders. It should be read in conjunction with TCS's Information Security Policy.

What is 'personal data'?

Personal data relates to a living individual who can be identified from that data. The collection, storage and processing of personal data is governed by the General Data Protection Regulation 2016/679 (GDPR); which is much wider in scope than the UK's 1998 Data Protection Act. TCS has applied the ICO's (Information Commissioner's Office) three-part test for legitimacy of holding and using personal data: 1. Legitimate interest – Why? 2. Necessity – Is it reasonable? 3. Balancing 1 and 2.

What is TCS's role in processing members' and volunteers' personal data?

TCS is a "not-for-profit" organisation which processes personal data to enable it to operate. Under the terms of the GDPR, TCS has to appoint a 'Data Controller' to advise its Management Committee on policy and decisions about how it collects, stores and processes personal data and for what purposes. The Management Committee has appointed their Secretary to be TCS's nominated 'Data Controller'.

How does TCS comply with its GDPR obligations?

TCS complies with its GDPR obligations by:

- Keeping personal data up to date
- Storing and destroying it securely
- Using it only for authorised purposes
- Not collecting or retaining excessive amounts of data
- Ensuring that appropriate measures are in place to protect the data from loss, misuse, unauthorised access or disclosure
- Members' and volunteers' personal data is held principally in three separate Registers as outlined below
- Customer account holders' data is held digitally by the Secretary and on the digital 'Touch Office Web' EPOS Till system used by TCS
- The TCS Secretary keeps on a secure file all the signed returned paper forms from members, volunteers and customers consenting to their data being held (see Appendices A and B).

1. Members' Register

TCS holds the following Members' personal data and use it as outlined below:

- Name
- Home address
- Contact details and preferred contact method: email / home telephone / mobile / post
- Share certificate number
- An indicator to show if a member is an active volunteer too

TCS uses Members' personal data for the following purposes:

- To maintain a record of our membership
- To keep members informed of TCS's business results and meetings, e.g. Annual or Special General Meetings

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- To comply with the requirements and legal obligations of TCS's Registration under the Co-operative and Community Benefits Societies Act 2014.
- This data is held on a password protected computer file, securely backed up on the iCloud.

2. Management Committee Register

TCS holds the following Management Committee personal data and use it as outlined below:

- Name
- Home address
- Contact details and preferred contact method: email / home telephone / mobile / post
- A record of their tenure of service is also kept, including when re-elected.

TCS uses Management Committee members' personal data for the following purposes:

- To maintain a record of our Management Committee membership
- To enable Members or Volunteers to contact the Management Committee on TCS business
- To comply with the requirements and legal obligations of TCS's Registration under the Co-operative and Community Benefits Societies Act 2014.
- This data is held on a password protected computer file, securely backed up on the iCloud.
- An extract of contact details is kept as a paper copy in the Shop Guide, for quick access by volunteers to enable the Shop to function smoothly
- Management Committee members *may* provide the Treasurer with their bank account information to enable the prompt repayment of expenses. Their bank account data will not be held in paper or digital formats by the Treasurer but only kept on the TCS Bank's systems to enable payments to be made.

3. Volunteers' Register

TCS holds the following Volunteers' personal data and use it as outlined below:

- Name
- Home address
- Contact details and preferred contact method: email / home telephone / mobile / post
- Preferred shop rota shifts
- An indicator to show if an active volunteer is a member too.

TCS uses volunteers' personal data for the following purposes:

- To maintain a record of our volunteers
- To keep volunteers informed of TCS's business results and meetings
- To be able to contact volunteers so we can operate an efficient and effective Shop shift rota
- This data is held on a password protected computer file, securely backed up on the iCloud.
- An extract of contact details is kept as a paper copy in the Shop Guide, for quick access by volunteers to enable the Shop to function smoothly.

4. Customer Account Holders' Date

TCS holds the following customer account holders' personal data and use it as outlined below:

- Name

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- Home address
- Contact details: email / home telephone / mobile number.

TCS uses Customer Account Holders' personal data for the following purposes:

- The efficient operational management of customers' accounts thereby providing customers with an effective way of managing payment for their regular and ad hoc purchases.
- Contact details and address are need to enable TCS to contact the customer in case of any queries about their account.

TCS holds other personal data about its volunteers; what that data is and why TCS holds it is explained below.

Volunteers' Emergency Contact and Health Information

TCS holds the following personal data relating to our Volunteers' Emergency Contacts and Health Information and use it as outlined below:

- Emergency contact's name and home address (for up to 2 emergency contacts)
- Emergency contact's home telephone / mobile contact details.

If volunteers wish to disclose it, TCS also holds high-level health information about any medical conditions a volunteer has which may impact them in the shop and which, for health and safety purposes, it is prudent for the Management Committee's Volunteers Co-ordinator to be aware of:

- Health Information - medical condition and the possible impact it may have on them.

TCS uses volunteers' emergency contact and health information personal data for the following purposes:

- To maintain a record of our volunteers' emergency contacts
- To meet TCS's duty of care to its volunteers under its Health & Safety at Work legislation and obligations
- This data is held on a secure file as signed paper forms, giving TCS consent to hold and use this information for these purposes. The file is kept securely by the Volunteers Coordinator, as they may have most need to access this information. It is **not** held on a computer.

Volunteers' Training Records

To meet TCS's obligations under Health and Safety legislation and to comply with insurance requirements, TCS holds training record forms to show that each volunteer has been trained in the main shop operations. These forms are held as paper forms on a secure file by the Volunteers Coordinator or Secretary. For legal reasons, separate training record forms for the sale of alcohol under TCS's Age Verification Policy are retained by the TCS alcohol licence holder. The personal data on all training forms is the volunteer's / trainer's names and signatures.

What are the 'lawful bases' TCS must meet for processing members', volunteers' and customer account holders' personal data?

Under the terms of the GDPR, TCS must demonstrate a 'lawful basis' for all the purposes for which we use members' and volunteers' personal data. These are:

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Purpose	Lawful Basis
Maintaining Members', Management Committee members' and Volunteers' personal records	To deliver our legal obligations to members and facilitate how we operate
Administering the efficient and effective operation of the shop by the volunteers, including the ability to manage customer accounts efficiently and effectively	Delivering our commitment to the community as outlined in TCS's Registration under the Co-operative and Communities Benefit Societies Act 2014
Complying with Health and Safety requirements and our duty of care to our volunteers	Meeting our legal obligations under Health and Safety legislation
Complying with insurance policy requirements so that the shop can open	Meeting our legal obligations
Complying with the Co-operative and Communities Benefit Societies Act 2014	Meeting our legal obligations
Maintaining Customer Account Holders' personal data	To enable the effective and efficient management of customers' accounts.

Does TCS share members', volunteers' and customer account holders' personal data?

All personal data is treated as strictly confidential and will not be shared with third parties outside of TCS except for the emergency services if needed. TCS does share information with its service providers who use it to deliver some of our services. They process volunteers' personal data based on our instructions, in compliance with this policy and other appropriate confidentiality/security measures. Currently, TCS only processes personal data with the following service providers:

Service provider > Service provided	Data processed
Lloyds Bank > Management Committee members expenses repayments via bank transfer	Names, addresses and bank account details.
Shrewsbury Cash Registers > Volunteer till PIN sign-on data; customer account data	Names, addresses, volunteer PIN numbers, TCS customer account numbers.

How long does TCS keep members', volunteers' and customer account holder's personal data?

TCS keeps members' and volunteers' personal data for no longer than reasonably necessary.

Type of data	Retention period	Justification
Members' details	1 year after they have withdrawn their shares	Legal requirement, Co-operative and Community Benefits Societies Act 2014
Members' complaints	6 months after the complaint has been concluded	Legal requirement, Co-operative and Community Benefits Societies Act 2014
Management Committee names and contact details	7 years after ceasing Committee membership	Legal requirement, Co-operative and Community Benefits Societies Act 2014
Volunteers' names and contact details	Up to 1 year after ceasing volunteering	In case there is a need to meet Health and Safety and business insurance obligations.
Volunteers' emergency contact and health information	Up to 1 year after ceasing volunteering	As above and to enable TCS to meet its duty of care to volunteers, e.g. contacting the nominated emergency contact and notifying the emergency services of any known medical conditions
All Volunteers' training records	Up to 1 year after ceasing volunteering	In case there is a need to meet Health and Safety and business insurance obligations.
All Customer Account Holder records	7 years (as with all financial records)	After the customer has closed their account or TCS has withdrawn their account facilities.

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Members', volunteers' and customer account holders' rights regarding their personal data held by TCS

Unless subject to an exemption under the GDPR, members, volunteers and customer account holders have the following rights with respect to their personal data; the right to request:

- A copy of the personal data that TCS holds about them
- That TCS corrects any personal data if it is found to be inaccurate or out of date
- That their personal data is erased where it is no longer necessary for TCS to retain such data
- That a restriction is placed on further processing where there is a dispute in relation to the accuracy or processing of their personal data; and
- The right to lodge a complaint with the Information Commissioner's Office.

Automated decision making

TCS undertakes no automated decision making using any members' or volunteers' personal data.

Further Processing, Use and Disclosure

Unless required to by law, should TCS wish to use Members' or Volunteers' personal data for a new purpose not covered by these Guiding Principles, e.g. for surveys, then TCS will seek individuals' prior consent to the new processing.

Questions about Data Privacy or Protection

To exercise all relevant rights, raise queries or complaints, members, volunteers and customer account holders should contact the TCS Secretary, using the email link on the TCS website: https://www.tibbertonvillageshop.co.uk.

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Data Protection Policy

1. Purpose

This Data Protection Policy outlines how TCS is committed to comply with the requirements of the GDPR and related data protection legislation. TCS adheres to the principles that all Members', Volunteers', Customers', Contractors' or Supplier's data covered by the legislation (which includes not only computer data, but also personal data held within a filing system) is:

- Processed lawfully, fairly and in a transparent manner in relation to individuals
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed
- Accurate and, where necessary, kept up to date
- Kept in a form which permits identification of data subjects for no longer than is necessary
- Processed in a manner that ensures appropriate security of the personal data.

TCS has adopted the following principles as minimum standards in relation to handling personal information. TCS will:

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- Collect only information for which the organisation has a legal basis for its business operations and community functions
- Ensure that stakeholders are informed as to why TCS collects the personal information and how TCS administers the information gathered; as detailed elsewhere in the Policy
- Use and disclose personal information only for our primary functions including, but not limited to the following types of activity, e.g. where our volunteers volunteer for other village assets, e.g. the Village Hall Trustees, and need to contact a TVHT colleague who is also a shop volunteer.
- Store personal information securely, protecting it from unauthorised access
- Provide stakeholders with access to their own information, and the right to seek its correction.

2. Roles and Responsibilities

The **TCS Secretary** (as the Management Committee's nominated "Data Controller", or other Committee member so nominated) is responsible for ensuring the:

- Need for TCS to register with the Information Commissioner's Office (ICO) is reviewed annually https://ico.org.uk/for-organisations/sme-web-hub/checklists/data-protection-self-assessment/
- Details of TCS's ICO annual self-assessments are kept on file
- Management Committee is advised on the need to review or revise this Policy and TCS's Information Security Policy as and when the need arises
- Any queries about the handling and processing of personal data are replied to within the legal timeframes (normally 1 calendar month)

The **Volunteers Coordinator** will ensure that all new volunteers are trained on Data Protection and Information Security compliance during their induction; with all volunteers being required to sign a form to confirm their understanding of the Information Security Policy - to meet PCI DSS requirements. Also, that volunteers receive updates and refresher training as required on any changes to this policy.

Volunteers are individually responsible for ensuring they do not commit any breaches of this Policy, which will be deemed to be a breach of the TCS Code of Conduct and may result in disciplinary action.

Each volunteer is responsible for reporting any breach, or suspected breach of this Policy to the TCS Management Committee who will conduct an incident investigation in accordance with the TCS Code of Conduct.

The **Management Committee** undertakes an annual review of this policy to verify that the policy is effective and reports to the Board who will adopt the new policy as appropriate

Enquiries about the handling and processing of personal data should be referred to the TCS Secretary.

3. Data Collection

TCS holds extremely sensitive and valuable information which must be kept safe, failing which there could be serious repercussions for members and staff, other individuals as well as for TCS. Our policy is to protect the information we hold from all threats, whether internal, external, deliberate or accidental. It is our policy to ensure:

- Information is kept confidential and protected against unauthorised access
- The integrity of information held by TCS is maintained

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- Information is only kept by TCS as long as is necessary to meet TCS's regulatory and legislative requirements
- All breaches of information security, actual or suspected are reported and investigated
- Business and individual requirements for the availability of information and information systems are met.

TCS maintains the security and confidentiality of the information it holds as well as its information systems and applications by:

- Having a consistent approach to security through ensuring all volunteers are aware of and fully comply with this Policy as it aims to ensure TCS meets its legal obligations under the GDPR and relevant UK date protection legislation and fully understand their own responsibilities
- Creating and maintaining within TCS a level of awareness of the need for information security and data management as an integral part of day-to-day business
- Having in place up to date contingency, business continuity and recovery plans
- Having in place measures to ensure data is secured against loss and unauthorised access
- Protecting the information assets and systems under TCS's control.

4. Data Quality, Use and Disclosure

TCS will take reasonable steps to ensure the information it collects and holds is accurate, complete, up to date and relevant to its business operations and community functions, as detailed above.

TCS will only use or disclose personal information about an individual to a third party for the primary purpose for which it was collected, or a directly related secondary purpose; unless TCS is required to do so by law. For any other uses or disclosures, written consent will be obtained from the individual(s) concerned.

5. Data Openness, Anonymity, Security and Retention

TCS will ensure all volunteers, business contacts and 3rd Part Service Providers are aware of our Data Protection Policy and its purposes, making this Policy available freely on the Shop's website: https://www.tibbertonvillageshop.co.uk.

TCS will give volunteers or others, e.g. customers, the opportunity of remaining anonymous by not identifying themselves should they be asked to complete evaluation forms or opinion surveys, whether online or on paper.

TCS will safeguard the information it collects and stores against misuse, loss, unauthorised access and modification. Data will be retained no longer than necessary, as detailed elsewhere in this Policy.

6. TCS Information Assets

TCS will assess of all its information assets on an annual basis to ensure appropriate procedures are in place to mitigate risks; this is the responsibility of the Management Committee. The storage of data will be restricted to that needed for the legitimate business reason it is collected and held.

The register below lists TCS's key information assets and identifies, using Low/Medium/High ratings, the risks to these assets, their likelihood, impact and how we ensure they are protected.

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Information Asset	Risk	Likelihood	Impact	Security Measures
Business Plan	L	L	L	On TCS website - Management Committee access (when approved).
Business Continuity Plan	L	L	H	On TCS website - Management Committee access.
Financial Information	M	M	H	Reports on TCS website - Management Committee access; Member access to annual reports and financial statements on TCS website. Treasurer and Chairman retain hard copy files; including in secure archives.
Customer Account Holders' Information	M	M	H	Access only by Treasurer, Chairman and designated volunteers with retail responsibilities; hardcopy and electronic files; including in secure archives.
Members'/Volunteers' Personal Information	M	M	H	See the table on page 5 of this policy.
Shop Operations Documents and Policies	L	L	M	Hardcopy held in process and policies files in the Shop. Electronic copies held on the TCS website with volunteer access.
TCS Constitutional Documents	L	L	M	On TCS website - Management Committee access. With the FCA. Local hardcopies held securely by Chairman, Treasurer and Secretary as appropriate. Back-up on iCloud.
Management Committee Meeting Minutes and Papers, including AGMs	L	L	M	Approved minutes on TCS website; Management Committee access. Member access for AGM annual reports and financial statement on TCS website. Hardcopy and electronic files held by Secretary, including in secure archives.

Access Controls - The Management Committee member responsible for the TCS Website is responsible for establishing separate password access to the Committee's, Members' and Volunteers' documents held on three separate pages of the TCS website. Three separate passwords are used.

7. Retention and Destruction of Data

TCS will keep its records for the following periods unless specifically stipulated by the Management Committee. Hardcopy records are confidentially shredded; digital copies deleted from where stored.

Information	Retention Period
Members' Shareholder Information	
Member's details	1 year after the member has withdrawn their shares
Members' complaints	6 months after the complaint has been concluded
Volunteers' Information	
Management Committee names and contact details	7 years after ceasing Committee membership
Volunteers' names and contact details	1 year after ceasing volunteering

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Information	Retention Period
Volunteers' Information	
Volunteers' emergency contact and health information	1 year after ceasing volunteering
All Volunteers' training records	1 year after ceasing volunteering
Health and Safety / Environmental Health Officer reports	Permanently
Workplace accidents	3 years after date of last entry; there are specific rules on recording incidents involving hazardous substances
Customer Account Holders' Information	
Customer Account Holders' details	7 years*, after the customer has closed their account or TCS has withdrawn their account facilities; *as with all financial records
TCS Corporate Information	
Constitutional Documents, Resolutions and Special Resolutions	Permanently
Management Committee Meeting Agendas, Minutes and Reports	Permanently
Business and Strategic Plans	3 years
TCS Financial Information	
Account books, reconciliations, bills, invoices, bank statements and bank account cheque/ pass books, expense claims.	7 years
Cardholder / contactless payment data (See also Section 9 of the TCS Information Security Policy)	No personal data is retained anywhere in TCS's data systems to enable the individual customer to be identified. Only the last 4 digits of the card / contactless payment number are shown on the Merchant Copy receipt. Cards and contactless devices are not handled by Volunteers. Merchant Copy receipts are kept for a minimum of 18 months.

Tibberton Community Shop	**Policy: Data Protection Policy** **Owner: TCS Management Committee**		
Next review*	Management Committee	May 2025	
Revisions included from…	Caroline Nicklin	May 2023	Version 2a
Revised and renamed as TCS Data Protection Policy aligned with the Information Security Policy	TCS Secretary	May 2022	Version 2 (Drafts a-c)
Revisions from…	Caroline Tasker	May 2019	Version 1b
Approved by	Management Committee	July 2018	Version 1
Drafted as TCS Data Privacy Guiding Principles	TCS Secretary	July 2018	Version 0a-d

*Unless required by legislation or operational changes

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Members and Volunteers - Data Protection Notice (Appendix A)

The UK's data protection legislation changed on 25th May 2018 as the European General Data Protection Regulations (GDPR) came into effect. To comply with these changes, we are required to inform you about the personal data we will hold about you and how we will use it.

For members this includes your: name; address; home and mobile telephone numbers; email address; number of shares held. *We use this information through a Members' Register to allow us to fulfil our legal obligations under the Co-operative and Community Benefit Societies Act 2014, including communications with you about the shop's business and results including the Annual General Meeting notification and reports.*

For volunteers this includes your: name; address; home and mobile telephone numbers; email address; emergency contact details for up to two other people; any medical conditions we should be aware of; training records. *Management Committee members use this information to enable TCS fulfil its operational functions, e.g. to maintain the volunteers rota in a pragmatic way allowing last minute changes to be made, to meet our legal operating requirements regarding Health and Safety, data protection, the sale of alcohol and tobacco.*

TCS's 'Data Controller' is the Management Committee's Secretary, contactable via the shop's registered address provided below. The *Data Controller* will share relevant information with these Management Committee members:

Member's data - with the *Chairman* and *Secretary*, to ensure TCS meets its legal obligations.

Volunteers' data - with the *Secretary*, *Volunteers Co-ordinator* and the *Training Co-ordinator*, to ensure TCS can rota staff for the shop and meets its duty of care and health and safety obligations to the volunteers.

The GDPR provides individuals with rights over their data, including how we would delete such data or provide data electronically and in a commonly used format. From Tibberton Community Shop's (TCS) perspective, as a not-for-profit organisation which does not have to register with the Information Commissioner's Office for data protection purposes, the rights you have for your personal data are: to be informed of what we hold; access to that data; rectification and erasure of it; restrict processing of it; data portability; and to object to our holding it. We do not use automated decision-making, so that right does not apply. Should you leave TCS as a member (i.e. shareholder) or volunteer we will delete your personal data from our records on receiving notice from you.

To be able to correspond with you regarding the Shop's activities, under GDPR we need your written consent to communicate with you. Please tick all the applicable boxes below, complete and sign this form.

"I consent to receive communications from Tibberton Community Shop's officials via the following means."

Email ☐ Post ☐ Mobile ☐ Telephone ☐

"I confirm I am over the age of 16, I have read, understood and agree with the way my data will be used by Tibberton Community Shop." (NOTE: If under age 16, a parent or guardian must sign this form for you.)

Print Name: _____ Date: _____

Signed: _____ Member / Volunteer / Parent / Guardian*
(*Please delete as appropriate)

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Customer Account - Application Form and Data Protection Notice (Appendix B)

The UK's data protection legislation changed on 25th May 2018 as the European General Data Protection Regulations (GDPR) came into effect. Tibberton Community Shop (TCS) is required to inform you about the personal data held about you and how TCS will use it. For **Customer Accounts** this is limited to your:

- Name
- Address and Postcode
- Email address
- Home and/or Mobile telephone numbers.

TCS uses this information to ensure that the transactions you enter into with the Shop are correctly processed and any queries managed effectively. No personal bank account, card or contactless data is held by TCS.

TCS's 'Data Controller' is the Management Committee's Secretary, contactable via the shop's registered address below. The data on this form (and the form) will be held securely by the TCS Management Committee's *Secretary* and shared with the *Treasurer* and *Chairman* as required to ensure TCS meets its legal financial obligations.

The GDPR provides individuals with rights over their data, including how we would delete such data or provide data electronically and in a commonly used format. From Tibberton Community Shop's perspective, as a not-for-profit organisation which does not have to register with the Information Commissioner's Office for data protection purposes, the rights you have for your personal data are: to be informed of what we hold; access to that data; rectification and erasure of it; restrict processing of it; data portability; and to object to our holding it. We do not use automated decision-making, so that right does not apply. Should you cease to be a TCS Customer Account holder, TCS officials will delete your personal data from our records seven years after receiving due notice from you, as for all our financial records.

To be able to correspond with you regarding your account holder transactions with the Shop, under GDPR we need your written consent to hold your data. Please tick all the applicable boxes below, complete and sign this form, and return it to the TCS Secretary in the SAE provided; thank you. *(The return address is provided overleaf.)*

* * *

APPLICATION and CONSENT - I consent to Tibberton Community Shop holding the specified personal data below to enable me to have a Customer Account with TCS. I have provided the required details below. I confirm I am over the age of 16, I have read, understood and agree with the way my Customer Account holder data will be used by Tibberton Community Shop.

Print Name: _____ Date: _____

Signed: _____ (Account Holder)

Address: _____

_____ Postcode: _____

Email: _____

Telephone: _____ Mobile: _____

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TREASURER TO COMPLETE when the Customer Account Holder's Data is input to the EPOS system

Account No.: _____ Date: _____

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