

OSWESTRY TALKING NEWSPAPERS (OTN)

Our aim is to provide relief for individuals suffering from visual impairments, incapacity or disability which makes reading a strain, by the provision of a weekly news and article programme in audio or other appropriate digital formats.

This service is delivered in a variety of ways and a member of the OTN will contact you as soon as possible to determine the most appropriate method to suit your needs.

If the service is to be provided using a memory stick and dedicated USB Player supplied by OTN and sent through the post via “Articles for the Blind” free of charge, we require the confirmation below.

Please indicate correct statement by ticking the relevant box.

I confirm that this person is registered Blind or Partially Sighted - Reg. No.

I confirm that this person has difficulties reading a newspaper but is NOT registered Blind

Signed: Date

NAME(capitals please).....Practice

Ophthalmologist /Ophthalmic Optician

Access to internet **Yes/No** Access to Alexa **Yes/No** Access to Android or Apple smart Device **Yes/No**

PERSONAL DATA FOR VOLUNTEERS AND LISTENERS

OTN has to comply with the General Data Protection Regulations (GDPR).

Therefore, we need confirmation that you are happy to allow us to hold your name, address, telephone number and email details on file for the duration of the time spent as a volunteer or listener with this organisation.

Please complete the following information:-

Title:..... Phone Number(s):

First Name: Preferred Name:

Surname: Year of Birth.....

Address:.....

Postcode:.....Email address:

I confirm that I consent to OTN holding my above personal information and to use it for the purposes described in the Privacy Notice overleaf.

I confirm that I will Inform OTN of any changes in my personal information shown above and agree to them holding that amended information on the same basis.

Signed by ListenerDated

Please return this form to:- Oswestry Talking Newspaper
2 Melbourne House, St. Martins Road, Gobowen, SY11 3PH
or via email oswestrytn@outlook.com. Alternatively, this form
can be completed via our website www.oswestrytn.org.uk.

PRIVACY NOTICE

- **What do we do with your personal information?**

We will only use your information to contact you in order to organise and provide our service to listeners; to notify you of meetings and events; and to keep you informed of our activities

- **Who gets to see your information?**

We only share your information with other people where it is necessary to run our activities efficiently and in a way you would like.

We will not share your information with anyone else.

- **How long do we keep your personal information?**

We will only keep your personal information while you are involved in the organisation as a volunteer or listener and will then delete it.

Under GDPR you have the following rights:

- To be told what information we hold and how it will be used and who it will be shared with (as above)
- To have access to that information
- To have errors corrected
- To stop us using your information, for example if you do not want us to use it anymore, if you think our use is unjustified or it is inaccurate
- If you wish to exercise your rights as set out above, the person to contact is the Secretary of OTN whose contact details are:

Margaret Kynaston

01691830558 or email oswestrytn@outlook.com

- If you are not happy with the way we are collecting, holding, processing or using your information, you are entitled to complain to the Information Commissioner's Office – www.ico.org.uk