

Procedure for deleting people from the UC lists:

Anyone wishing to be removed from the database may:

- i) reply to the Data Controller by email after the mass email has been sent out to them, asking to be removed, or
- ii) contact UC via the website, in which case either the Data Controller receives a telephone call, or an email is sent directly to the Data Controller, or
- iii) contact a member of the Committee, in which case the Committee member should immediately email or contact the Data Controller with the details.

The Data Controller will in all cases respond to the person wishing to be removed, confirming that this has been done, and within 28 days of receiving notification.

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Data Controller

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