

# Handling of contact details and forms

1. Who in LM distributes the consent forms?

Forms may be distributed as paper or by email, probably by the LM Clerk or by the person in LM who deals with the tabular statement data. **Note:** forms must go to all members and attenders, whether active or not.

2. Who in LM collects the consent forms?

As a signature is required, a paper return will be necessary. These will be collected by the person in LM who deals with tabular statement data.

3. Where are the paper copies stored?

In a files held securely by the person identified in 2 above.

4. Where are (if any) electronic copies stored?

These should be deleted when not required or when obsolete.

5. How does the information get to AM?

Via returns to the AM clerk for data.

6. How is it stored in AM?

In a secured electronic format.