

Notification of Change of Secretary for a Club Premises Certificate

I (*new secretary*):

Of (*address*):

Contact Number: .

Notify you that I have taken on the duty of Secretary for the following Club: (please state club name and address):

I enclose both parts of the Club Premises Certificate (please tick)

I hereby state the reasons for failing to produce the Club Premises Certificate are as follows:

I understand that there is no fee for this transfer of information.

Signed:..... **Dated:**

The Council may be statutorily required to supply any information you provide, to other bodies exercising functions of a public nature, for the prevention and detection of fraud.

For further information, please see www.runnymede.gov.uk/DataMatching

Data Protection and Privacy

Any data supplied by you on this form will be processed in accordance with the General Data Protection Regulations, in supplying it you consent to the Council processing the data for the purpose it is supplied. All personal information provided will be treated in the strictest confidence and will only be used by the Council or disclosed to others for a purpose permitted by law.

Data is deleted in accordance with our data retention policy. Our privacy policy is published on our web site www.runnymede.gov.uk