

GDPR Consent Form

As part of the on-going GDPR requirement we need to revise all our contact details periodically that we have for clients and then remove any out dated information we may have.

Please provide the following information to help us do this. This will be the only information that we will store regarding your personal information. (the client)

Section 1 - **required**

Section 2 – optional where appropriate

Section 3 – optional where appropriate

Section 4 – **required**

Return Document Via Secure Transfer

You can send this document back to us by using our dedicated Secure File Transfer located here.

To send your

1. Click the link = https://www.datasend-srv.co.uk/hybridmailsolutions_client
2. Enter Username: **HMS**
3. Password: **Please call the HMS office on 04867723100 for password.**

Section 1: MAIN CLIENT INFORMATION

Organisation Name	
Address	
Organisation Contact	
Telephone Number	
Email Address	
Additional info if required	

Section 2: ADMIN/ACCOUNTS CONTACTS

Names of main contact (s) regarding invoicing / billing	
* Billing Address if different from above	
Email Addresses	
Tel	

Section 3: TECHNICAL SUPPORT CONTACTS

IT Contacts	
Names of main technical support contacts	
* Address if different from above	
Email Addresses	
Tel	

Why Consent?

As part of our on-going GDPR requirements we need to formally document the person within your organisation who has given the consent for this information to be provided to **Hybrid Mail Solutions** and also to use the **Hybrid Mail Me / Secure File Transfer Portal**. This person may change in the future, at which point you should notify us of such a change and this document will be reviewed again so it is kept updated.

Section 4: GIVING CONSENT

Please complete, sign and date the following declaration:

Please confirm that as of today the responses provided within this document are an accurate reflection of the information requested **by typing "YES" below and entering today's date** you provide your consent to Hybrid Mail Solution's to process the information provided and for the use of its services.

I confirm the above:

Date:

Name			
Position			
Telephone Number		Email	
Document Version No		Date Edited	