**ADDITIONAL CONTACTS FORM**

|  |  |
| --- | --- |
| **MEMBER NO (IF KNOWN)** |  |
| **COMPANY NAME** |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  | **PUrpose of Use (mark with X)** |
| **Name** | **Job Title** | **Email Address** | **NBRA Newsletter** | **NEWS and INformation Specific to job role** |
|  | Director |  |  |  |
|  | Reception Manager |  |  |  |
|  | Bodyshop Manager |  |  |  |
|  | Compliance Manager |  |  |  |
|  | Estimator / VDA |  |  |  |
|  | Accounts |  |  |  |
|  | Parts Controller |  |  |  |
|  | Workshop Controller |  |  |  |

**If you give us information on behalf of someone else, you confirm that they have agreed that you can:**

* Give consent on their behalf to the processing of their personal data
* Receive on their behalf any data protection notices
* Give consent to the transfer of their personal data abroad
* Give consent to the processing of their personal data in relation to the purpose(s) stated on this form

**HOW WE USE YOUR INFORMATION/DATA**

The RMIF confirms that information, including all personal data, will be held in the strictest confidence and will not be divulged to any third party for commercial/marketing purposes. any information provided will be recorded securely and used for the purpose(s) as stated above

**PRIVACY POLICY**

Please see our website [www.rmif.co.uk](http://www.rmif.co.uk) for full details. Our Privacy Policy is reviewed regularly with all updates published on the website

|  |
| --- |
| **by completing and submitting this form you confirm you have the authority to request this action on behalf of the member company** |
| **Signed By:** |  | **Position:** |  |
| **Print Name:** |  | **Date:** |  |

What to do now:

1. Scan and email your completed form to bodyshops@rmif.co.uk or,
2. Post to, Membership Admin, RMIF Ltd, 2-3 Allerton Road, Rugby, Warwickshire, CV23 0PA
3. If you need to add more contacts, please complete another sheet and change the job titles accordingly and return as above.

Please return to us as soon as possible.