

PLEASE COMPLETE IN BLOCK CAPITALS (please write clearly)

Name

Address

.....

Postcode

Telephone

Email

INTERESTS please tick all that apply

Weaving Spinning Dyeing Knitting Tapestry Felting

Braiding Embroidery/Stitch Other *describe*

NEWSLETTER & GUILD COMMUNICATIONS

Tick here to consent to receiving the Guild newsletter and other Guild communications by email.

Tick here to receive the Newsletter and other Guild communications by post.

GUILD SUBSCRIPTIONS FOR 2019

amount please tick

Annual subscription	£27	<input type="checkbox"/>
Full-time students/JSA/Income support	£13.50	<input type="checkbox"/>
Come & Weave Days	£12	<input type="checkbox"/>

Please pay by cheque, cash or BACS (make **cheques** out to **Camb's GWSD**), and either bring this form to a Guild meeting or return it with remittance to the Membership Secretary: Claire Durrant, Kents Farm, High Street, Littlebury, Saffron Walden CB11 4TD.

BACS details: Sort code: 40-16-08 Account: 51371967 Reference: Your surname please

I have read the Guild's General Data Protection Regulation Policy (see overleaf) and agree to my name, address and phone number being made available to other Guild Members according to these regulations. I also agree to receive Guild emails via Mailchimp from the Membership Secretary and the Newsletter Editor.

Signature	
Date	

General Data Protection Regulation Policy

Key terms

Data controller -	Anybody (person or organisation) who decides what personal data to collect and how to process it.
Data Subject -	Any living person about whom you collect, hold or use personal information.
Data protection officer-	The person in your organisation who makes sure you comply with the Data Protection Act 1998.
Data Processing-	From the moment someone's details are taken to the moment their file is finally shredded or deleted, data is being processed.
Personal Data-	Any information about a living person could be personal data, from name and phone number to family history or financial details.

- “ The Data Protection Officer” holds a separate permanent post within the committee which includes the duties of Membership Secretary and Data Controller.
- Each member will supply, upon renewing membership, up-to-date details as follows:- Name, Postal Address, Telephone Number, Email Address. This information will be available to the Chair, Secretary, Membership Secretary, and Treasurer only, and will be used for purposes of emergency contact only.
- The information supplied by each member will be re-checked and signed at – or immediately after – the AGM, by means of a data protection register to be kept by the Data Controller.
- All data will be kept as a single data file: one software copy and one paper copy – the “data protection register “ held by the membership secretary, three further paper copies held by the Chair, Treasurer and Secretary. Each stored securely. A circulated list of members will contain details of only those members who have clearly expressed the wish to be included in such a list (but will list all members names).
- The members of the Guild will comply with the following requirement:
- Members holding a copy of the list are reminded of their responsibilities under the General Data Protection Regulation. Only paid-up members are allowed to use the circulated list data, and only for Guild purposes.
- Ex-members must destroy all Guild data lists; current members must destroy out-of-date lists.
- No data may be quoted to anyone who is not a member of the Guild. Data lists may not be shown to, lent to nor accessed by a non-member.
- All data of members known to be inaccurate or in need of amending will be edited on the stored data lists and verbally given out at the next business meeting, **if permission is given by the member to do so.**
- This policy statement will form part of the notes given to new members, and will appear at the beginning of the data protection register.
- This policy will be re-addressed at each AGM for any necessary revisions, legislation changes and changes of responsibility within the Guild.

Reminders:

Only paid-up members are allowed to use the circulated list data, and only for Guild purposes.
Ex-members must destroy all Guild data lists; current members must destroy out-of date lists.