**Devon Guild of Weavers, Spinners & Dyers**

 **Please read this**

**General Data Protection Regulation 2018/19- collection form**

**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 General Data Protection Regulation 2018.

**Data Processing** – From the moment someone’s details are taken to the moment their file is finally shredded or deleted, data about them 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 Chair will take responsibility as “The Data Protection Lead (DPL)”, unless or until this is confirmed as a separate permanent post within the committee (to include duties of membership secretary / 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, Membership Secretary, Secretary, Treasurerand DPLfor Guild use only.
* All data will be securely stored and this storage will conform to the legal requirement of the GDPR 2018.
* Data will be removed from the contact list at the request of the Data subject.
* Ex-members must destroy all Guild data lists; current members must destroy out-dated lists.
* No data may be quoted to anyone not a member of the Guild. Data lists may not be shown to, lent to nor accessed by a non-member.
* This Data collection form will form part of the notes given to new members, and will be retained as long as the Privacy Policy of this Guild outlines.
* This policy will be re-addressed at each AGM for any necessary revisions, legislation changes and changes of responsibility within the Guild.

PLEASE DETACH THIS SHEET

Devon Guild of Weavers, Spinners and Dyers



MEMBERSHIP FORM

**I enclose my Membership Subscription for November 2018- October 2019\***

Full Member £25.00🗆

Full Joint £40.00🗆

Associate Member £12.50🗆

 (plus £2.00 at each meeting)

Junior £10.00🗆

Student £10.00🗆

\*If joining half way through the year, i.e. after end May, half the fee is paid.

**Journal Subscription**

4 issues (order must be received by membership secretary by Jan 20th latest) £16.00🗆(collect at meeting) £22.00🗆(posted)

Willing to provide cake for refreshments? Yes / No

*Please note that all members, if able, are expected to help serve refreshments on a rota basis*

Mr/Mrs/Miss/Ms/ Other ................................................

First Name ............................................................ Surname ……..................................................................

Address.........................................................................................................................................

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Post Code .................................................................. Tel No ........................................................................

E-Mail ...............................................................................................................................................................

In future the DGWSD newsletter will be sent out via email. If you do not have a suitable computer/printer and want to receive a paper copy, please tick this box.🗆

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| --- | --- |
| **Please tick to indicate that you understand and accept these details are required for membership** | 🗆 |
| **Please tick to indicate permission to include details in securely stored lists used for Guild purposes.**  | 🗆 |

Signed ……………………………………………………………… Date ………………….………………………….

Please make cheques payable to: **‘Devon Guild of Weavers, Spinners and Dyers’**

Send form to**; Membership Secretary: c/o Karen Ball (Guild secretary), Lower Coombe Farm, Tedstone Lane, Lympstone, EX8 5NA**