

Guild of Weavers, Spinners & Dyers
Please read this

General Data Protection Regulation 2021/22- 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, Treasurer and DPL for 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

NEW MEMBER MEMBERSHIP FORM

I enclose my Membership Subscription for November 2021- October 2022*

- Full Member £15.00
- Full Joint £25.00
- Associate Member £ 7.50
(plus £2.50 at each meeting)
- Junior £ 5.00
- Student £ 5.00

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

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.....
.....
.....
.....

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.

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' and return this form to the membership Secretary: **Gill Collier (Membership Secretary), 1 Kirton Drive, Crediton, Devon, EX17 3DW**