



# Devon Guild of Weavers Spinners and Dyers Annual Membership Application/Renewal 2024/25

Title	
Name	
Address	
Postcode	
Telephone	
E-mail Address	
Next of Kin Name* <i>(*for use <b>only</b> in emergency)</i>	
Next of Kin Phone* <i>(*for use <b>only</b> in emergency)</i>	

Rate	Fee Due	Tick
Full Member <b>NEW MEMBER</b>	£30.00	
*Full Member <b>NEW MEMBER</b> <b>(Application 31 May – 31 Oct)</b>	£15.00	
Full Member <b>RENEWING</b>	£30.00	
Joint Membership	£40.00	
Junior / Student	£10.00	
Name Badge New Member	FOC	
Name Badge (Existing Member)	£1.00	

\* Please note that 50% fees apply for new member applications received between 31 May and 31 October.

Payments are to be made by **cash** or **BACS card payment** at the November meeting or, for new members, the first meeting that you attend.

**Please note that cheques and payments by post can no longer be accepted.**

## Agreement and Consent

I understand and accept that these details are required for membership.

I give permission to include my details in securely stored lists used **SOLELY** for Guild purposes.

Please tick here if you **DO NOT** wish to receive email communications and updates

Signed ..... Date.....

## Privacy Notice

- Devon Guild of Weavers Spinners and Dyers collects and stores data to provide each member with information about its activities.
- We also collect the Name and Contact details of a next of kin which will only be used in case of emergency.
- We will only collect information which is necessary and this information will be stored securely.
- The Chair will take responsibility as Data Protection Officer (DPO) unless another member is co-opted to carry out this role.
- Each member must supply up-to-date details annually as follows: Name, Postal address, Telephone number, Email address, Emergency Contact Name and Number. This information will be available to the Chair, Membership Secretary, Secretary, Treasurer and Data Protection Officer for Guild use only.
- A copy of the Next of Kin information will be stored securely at America Hall in a locked cabinet in case of emergency. This list will be accessible only to the Librarian and the DPO.
- All data will be securely stored and this storage will conform to the legal requirement of the GDPR 2018.
- You have the right to request that we delete all your data from our systems.
- 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 policy will be re-addressed at each committee meeting for any necessary revisions, legislation changes and changes of responsibility within the Guild.

### Key Terms:

**Data Controller** – Any 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 data or information which could lead to the identification of an individual. This could be a name, address, e-mail or phone number.