

APPLICATION FOR MEMBERSHIP

Please use block capitals

Please read the Privacy Notice overleaf

Title Forename Surname

Address

..... Postcode

Email Tel no.

I /We wish to apply for membership: Individual @ £10 / Joint @ £14 / Family @ £14 / Group @ £12 / Corporate @ £12
(please circle as appropriate)

I /We have read the Privacy Notice **overleaf** which describes how the Friends collect, store and process my personal data as a member, the purpose for which it is used, and my rights under the data protection legislation.

Please confirm by ticking one box how you would like to receive information from the Friends as set out in the Privacy Notice. Email ☐ Post ☐

Signature Date / /

- **Annual subscriptions are due for payment on 1 June each year. If you wish to pay by standing order but are joining at another time of year, please pay your first subscription by cheque and then arrange to set up your standing order to take effect the following 1 June when you renew your subscription.**
- Cheques should be made payable to FWCRO and attached to this application form.
- If you wish to pay by standing order, please instruct your bank/building society accordingly and please ask them to quote FWCRO as the reference.
- Our bank details are:
Account Name: Friends of the Warwickshire County Record Office *Sort Code:* 20 48 08 *Account No:* 00387797
- If you have any queries, please email friendswcro@gmail.com for advice

PLEASE RETURN YOUR COMPLETED FORM TO: SECRETARY, FWCRO, 16 BROAD STREET, WARWICK CV34 4LT

If you are a tax payer, please consider completing the Gift Aid Declaration below.

CHARITY GIFT AID DECLARATION

☐ I want to Gift Aid my donation of £ and any donations I make in the future to:
FRIENDS OF THE WARWICKSHIRE COUNTY RECORD OFFICE Registered Charity No 702280

I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax than the amount of Gift Aid claimed on all my donations in that tax year it is my responsibility to pay any difference.

Title Forename Surname

Address

..... Postcode

Signature Date / /

Please notify the charity if you:

- want to cancel this declaration
- change your name or home address
- no longer pay sufficient tax on your income and/or capital gains

If you pay Income Tax at the higher or additional rate and want to receive the additional tax relief due to you, you must include all your Gift Aid donations on your Self-Assessment tax return or ask HM Revenue & Customs to adjust your tax code.

PRIVACY NOTICE

Name of Organisation:

Friends of the Warwickshire County Record Office Registered Charity No. 702280 ("Friends")

Adopted: 15 March 2018 Last updated:

The following privacy notice applies from the time you apply to become a member of the Friends and provide us with personal information. It explains how we collect, store and use the personal information you provide to us or we collect from you. As a data controller, we comply fully with the relevant legislation on data protection. We may update the terms of this notice at any time and will notify you of any significant changes.

Purpose for processing and legal basis:

We collect and process personal information for the following purposes:

- fulfilling our contractual obligations by providing you with membership services including, but not limited to, membership-related mailings such the Friends' Newsletter and AGM notices; notifying you of events and fund-raising events being held by the Friends; and informing you of the activities of the Friends and of the Warwickshire County Record Office;
- processing membership subscriptions, payments for events and any donations for accounting purposes and for claiming tax relief where you have provided us with a Gift Aid Declaration.

In addition, we are often notified of third party events and activities that may be of interest to our members because they are linked to local heritage and cultural activities. For example, we may be notified of an open day at a local museum. We would like to pass on this information to you as a member and rely on your consent to do so. We do not pass your details on to any third parties for marketing purposes.

We may take photographs of members, for example at a Friends' event, which may be reproduced in the Friends' Newsletter or on the Friends' website.

We will only share your information in accordance with data protection legislation, for example where we are legally required to by a governmental or law enforcement authority.

Personal information collected:

- Name, address, telephone numbers, email address
- Type of membership applied for (Individual/Joint/Family/Corporate)
- Gift Aid declaration
- Preferred method of receiving communications from us
- Correspondence
- Photographs of members, for example at Friends' events.

We are committed to keeping your personal information safe and we have procedures in place to secure your personal information. We store your information electronically and in paper format.

Please keep us up to date with any changes to the personal information we hold about you.

How long we will hold your information:

We will only hold your personal information as long as is reasonably necessary to carry out services and administer your membership with us. Your personal information will be deleted when you cease to be a member of the Friends unless we are required to hold it longer to comply with taxation requirements, which may be for up to seven years after your membership ends. Some information, for example photographs of events, may also be kept as a permanent record of the Friends' activities.

If we delete or dispose of your personal information it will always be done securely.

Your information rights:

You have the following rights in respect of the personal information we hold about you as follows:

- to access a copy of the personal information we hold about you;
- to have inaccuracies in the personal information about you corrected;
- to request that the personal information we hold about you is deleted;
- to object to or request the restriction of the processing of your personal information by us.

If you wish to exercise any of the above rights or if you have a complaint about your information rights, or if you have any questions about this notice, please contact us by email to friendswcro@gmail.com or write to: Secretary, Friends of the Warwickshire County Record Office, 16 Broad Street, Warwick CV34 4LT.

Please note that the web pages of the Friends on the Heritage and Culture Warwickshire website are hosted by Warwickshire County Council and are subject to the Council's privacy notice which is available by clicking on the link at the bottom of the Friends' web page.