**APPLICATION FOR MEMBERSHIP**

(PLEASE PRINT ALL DETAILS IN BLOCK CAPITALS)

**DATE FORM COMPLETED \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**FULL NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ADDRESS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DATE OF BIRTH \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 Please tick to consent for South Gosforth Club To hold and Use your Personal Information as per our Privacy Policy

**SIGNED**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PROPOSER & SECONDER (BOTH MUST BE FULL CLUB MEMBERS)**

**PROPOSED BY \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CLUB NUMBER\_\_\_\_\_\_\_\_\_\_**

**SECONDED BY\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CLUB NUMBER\_\_\_\_\_\_\_\_\_\_**

**COSTS**

**SHARE £5.00 - ANNUAL SUBSCRIPTION £5.00 (YOU MUST HAVE THESE 2 ITEMS)**

**CLUB WALLET £3.00 CIU FACE CARD £3.00 CIU YEAR CARD £3.50**

**(IF THIS IS YOUR ONLY CLUB, YOU MUST PURCHASE THESE CIU ESSENTIALS)**

**TOTAL PAID\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE RECEIVED BY TREASURER\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Data Protection Policy**

**Policy Statement**

Under UK data protection requirements, individuals have a right to be informed about how we as a business use any personal data.The data protection officer for South Gosforth Social Club and Institute Ltd is the committee of South Gosforth Social Club and Institute Ltd, they will ensure that they will respect and protect confidentiality following the law within the General data protection regulation (GDPR), which came into effect on the 25th May 2018 and replaces the data protection act 1998.

 **Procedure**

The data protection officer will be – The Committee South Gosforth Social Club & Institute Ltd

\* Ensure all records are kept securely.\* Will follow the 6 key privacy principles of the GDPR which are

1. Have a lawful reason to collect personal data and do it in a fair and transparent way.
2. Only use the data for the reason it is obtained.
3. Will not collect any more data than is needed
4. The data will be accurate, and will be kept up to date
5. That it will not be kept any more than is needed.
6. That they will protect the personal data.

\* Once record/ files no longer need to be retained/stored documents will be disposed of appropriately. \* South Gosforth Club and Institute Ltd understand that if information/data has been breached that we must inform the ICO within 72 hours of becoming aware of the breach.

**Why Do We Need To Collect Personal Data?**

The purpose of collecting and processing data is to help with the running of the business, and to enable us to provide yourselves with the best service.

**What Data Is Collected?**

-Personal information such as name, address, email and phone numbers - Contract information if applicable - Bank or pay details -CCTV footage, Photographs if applicable

**Storing Personal Data**

\*All information will be stored securely and disposed of appropriately once no longer needed. For example, paper files will be shredded, and all electronic files will be deleted.

**Sharing Information**

\*Information will not be shared with a third party without your consent; no photographs of work undertaken will be put on any social media sites or websites without prior permission.

**Accessing Your Personal Data**

Customers have a right to see/ask what information we hold on file and to request access to this information, if you do ask the data protection officer will within 30 days\*give you a description of the information on hold.\*explain why we are holding it\* give you a copy of the information if required.

**Other Rights Regarding Personal Data**

Under data protection laws, individuals have certain rights as to how their information is used and kept safe, you have the right to; - \*object to the use of your personal data\*have inaccurate data removed

**Complaints**

We at South Gosforth Club and Institute Ltd take any complaints about the collection and storage of personal data seriously, if you think that our use of personal data is unfair, misleading or inappropriate you can raise this with ourselves in the first instance, or alternately you can make a complaint to the Information Commissioners Office (ICO).Please Contact us Via - In Writing – Laburnum Cottage, Percy Terrace, South Gosforth, Newcastle Upon Tyne, NE3 1RS, Email – Info@SouthGosforthClub.co.uk By Phone – 0191 4477550