Hintlesham & Chattisham Social Club

Membership Application Form

Name: ----------

Address: ----------

---------- Postcode: ----------

Email: ----------

New Members must be proposed and seconded by two current members. Please Print names

Proposed by: **Seconded by:**

Membership Type (please tick)

Lifetime One time fee **£50** per person	**Individual** Annual fee **£5** per person	**Family** (children 17 & under) Annual fee **£12** per family

Payment methods:
Fees can be submitted with your completed application form via cash to the bar staff, via cheque to 'Hintlesham & Chattisham Social Club' or via bacs as below. You may also wish to set up a standing order to ensure continuous membership, in which case, please indicate that you have done so anywhere on the form.

Acc Name:	Hintlesham & Chattisham Social Club
Acc No:	00371463
Sort Code:	30-13-52

Please complete and return your form to: membership.socialclub@hintleshamandchattisham.co.uk

Or in a sealed envelope marked "Membership" to:

Membership Secretary
Hintlesham & Chattisham Community Hall
Timperleys
Hintlesham
IP8 3PS

Hintlesham & Chattisham Social Club Privacy statement.

By providing your information above you agree to Hintlesham & Chattisham Social Club storing and processing your information for the purposes as stated in its Privacy Policy.

We have set out our Privacy Policy overleaf with detailed information on when and why we collect your personal information, how we use it, and how we keep it secure.

Hintlesham & Chattisham Social Club are committed to maintaining the trust and confidence of our members. We only collect information for functional use and no data is collected unnecessarily.

Hintlesham & Chattisham Social Club Members Privacy Policy

What personal data does Hintlesham & Chattisham Social Club collect and where does this data come from?
The data we collect includes members' names, addresses, email addresses. We collect this data directly from our members when they join the club.

What is this personal data used for?
We use members' data for the administration of your membership; the communication of information, and the organisation of events.

Who is your data shared with?
Hintlesham & Chattisham Social Club does not share any personal data with any third party.

How is your data stored?
This information is mainly stored in digital form on computers and in the form of written documents, stored securely with the Club membership secretary. We use an email platform for contact purposes and any information that is stored remotely is stored in compliance with the GDPR.

Who is responsible for ensuring compliance with the relevant laws and regulations?
The person who is responsible for ensuring Hintlesham & Chattisham Social Club discharges its obligations under the GDPR is the Social Club Chairman and/or Secretary .

Who has access to your data?
Members of the Hintlesham & Chattisham Social Club committee have access to members' data in order for them to carry out their legitimate tasks for the organisation. Other Social Club Members and staff of the Social Club have limited access to some of your data i.e. your name.

What is the legal basis for collecting this data?
Hintlesham & Chattisham Social Club collects personal data that is necessary for the purposes of its legitimate interests as a membership organisation.

How you can check what data we have about you?
If you want to see the basic membership data we hold about you, you should contact Hintlesham & Chattisham Social Club Membership Secretary at membership.socialclub@hintleshamandchattisham.co.uk There is not usually a fee for this, though we can charge a reasonable fee based on the administrative cost of providing the information if a request is manifestly unfounded or excessive, or for requests for further copies of the same information.

Does Hintlesham & Chattisham Social Club collect any "special" data?
The GDPR refers to sensitive personal data as "special categories of personal data". We do not record any such special data.

How can you ask for data to be removed, limited or corrected?
There are various ways in which you can limit how your data is used. Eg You may choose not to receive information emails from Hintlesham & Chattisham Social Club
Contact the Social Club Secretary at secretary.socialclub@hintleshamandchattisham.co.uk to ask for any limitations to the use of your data.

How long we keep your data for, and why?
Membership records are held for one year after which time they are destroyed. A new renewal form must be completed each year in January. We normally keep members' data for 1 year after they resign or their membership lapses in case they later wish to re-join. We will delete any former member's contact details entirely on request.

What happens if a member dies?
Membership information is held for one year and destroyed or if requested by their next-of kin to delete it we will do so immediately.