

Friends of Grant Lodge, FoGL

Application to Join

NAME:

ADDRESS:

POST CODE:

EMAIL: (wherever possible we will use email to reduce our costs)

TELEPHONE: (Landline/Mobile)

MEMBERSHIP:

All we ask for is an annual contribution of at least £10.00.

Our membership year runs from September, and is a payment towards the running costs of the group. Only members are entitled to vote.

PAYMENT BY CHEQUE:

Please return this form, together with a cheque payable to: Friends of Grant Lodge
To our Membership Secretary:

Maureen Manson, Hythehill, 23 West High Street, Bishopmill, ELGIN IV30 4DJ

ELECTRONIC PAYMENT: (check box)

Standing Order

or

Electronic Transfer

Email (or post as above) a completed copy of
this form to:

maureen@grant-lodge.org.uk

BANK DETAILS:

Royal Bank of Scotland, Elgin

Account Name: Friends of Grant Lodge

Sort Code: 83-20-06

Account No: 10449663

Reference: Initial & Surname
(e.g. JSMITH)

DATA PROTECTION ACT 2018

By returning this form you are agreeing to your details being held on our database. Further details of our Data Protection Policy are set out on the attached sheet.

August 2018

Friends of Grant Lodge, FoGL

Data Protection and Privacy Policy – August 2018

The General Data Protection Act 2018 came into force on 25th May 2018. Friends of Grant Lodge must comply with this and be clear and transparent about what personal data is collected and how it is used.

What personal information does FoGL hold?

- Names
- Postal addresses
- E-mail addresses
- Telephone numbers
- Record of subscription payments.

We have no individual members under the age of 18. We keep no record of dates of birth or banking details.

Who has access to this information?

Only members of FoGL Committee are able to access this information: ie the Chairman, Vice- Chairman, Secretary, Membership Secretary, Media Secretary, Treasurer and 3 other members.

How is this information stored?

- A spreadsheet containing members' information (names, addresses, email addresses, telephone numbers and record of subscription payments) is maintained and updated by the treasurer and membership secretary on their secure personal computers. They each have 1 printed copy.
- FoGL has an email account friends@grant-lodge.org.uk. A list of members' names, email addresses, and telephone numbers, but not postal addresses, is stored in the Contacts of this account, which is password protected.
- All emails are sent Bcc to ensure privacy.
- No information is retained for longer than two years: i.e. the current and previous year.
- Information about members who have retired or resigned from Friends of Grant Lodge is immediately removed from the spreadsheet and email account.

What is the information used for?

- This information is used to administer FoGL and to keep in contact with the membership.
- Subscription renewals.
- Dissemination of news and information about Grant Lodge
- Notification of AGM and other meetings when necessary

This information is never shared with any third party, individual, society, or commercial organisation.

Members may inspect what information FoGL holds at any time and, if they so wish, may remove their details from the records.

Members will be asked to consent to FoGL holding this information when they renew or take out a subscription.