

# GRANT LODGE TRUST

Scottish Company No: 491508 • Scottish Charity No: SC045717

## MEMBERSHIP APPLICATION FORM

Grant Lodge Trust is a Company Limited by Guarantee with no share capital, and a Scottish Registered Charity. The objectives of Grant Lodge Trust (GLT) are to preserve, conserve and develop Grant Lodge in Elgin and its immediate surroundings and also the advancement of education, arts, heritage, culture, science, sports and health.

If you agree with the above objectives and wish to be a member of Grant Lodge Trust (charity) then please provide the information requested.

Membership benefits of Grant Lodge Trust (charity): you will be able to vote at EGM/AGMs and also be eligible to sit on the board, and appropriate subgroup/s based on any expertise you may have.

The Directors/Subscribers of the Grant Lodge Trust (company) are liable for the total sum of £1.00.

First Name:	
Surname:	
Address:	
Post Code:	
Email:	
Telephone:	
Mobile:	

GLT is committed to ensuring that all personal information is relevant, up to date and treated with due regard under the General Data Protection Regulation 2018.

I have read the above information and confirm the details are correct. I agree to my details being held on the GLT database during the period of my membership. I also agree to provide up to date information as and when circumstances arise (i.e. update of contact details).

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please return by email to [grantlodgetrust@icloud.com](mailto:grantlodgetrust@icloud.com)



Website



Email

# Grant Lodge Trust, GLT

## *Data Protection and Privacy Policy – May 2025*

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

### **What personal information does GLT 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 GLT Board are able to access this information.

### **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.
- GLT has an email account [grantlodgetrust@icloud.com](mailto:grantlodgetrust@icloud.com). 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 Grant Lodge Trust is immediately removed from the spreadsheet and email account.

### **What is the information used for?**

- This information is used to administer GLT 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 GLT holds at any time and, if they so wish, may remove their details from the records.

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