



*Promoting awareness of the archaeology
and history of North Devon*

Membership application form

NAME(S):

ADDRESS:

E-MAIL ADDRESS:

TELEPHONE NUMBER:

AGE, IF UNDER 18:

ANY RELEVANT QUALIFICATIONS OR EXPERIENCE:

I (we) wish to become (a) member(s) of the North Devon Archaeological Society.

I (we) give my (our) consent for the society to hold and use my (our) data as set out in the society's data protection policy (see other side).

I (we) enclose my (our) subscription of £16.00 (single) / £24.00 (couple) / £8.00 (student).

Cheques to be made payable to 'NDAS'.

SIGNED:

Date:

SIGNED

Date

Return this form with your subscription to: **Bob Shrigley, NDAS Membership Secretary,
20 Skern Way, Northam, Bideford, EX39 1HZ.**

North Devon Archaeological Society Data Protection Policy – (15/04/18)

Our Data

The data held by NDAS is limited to the details of members of the society.

Data Protection Compliance Officer

Our Data Protection Compliance Officer is:

Bob Shrigley - Tel: 01237 478122 Email: rvs1120@gmail.com

Policy

We will:

1. Only permit the Treasurer & Membership Secretary to access the full set of data. Data may also be provided to other committee members for the purposes outlined in paragraph 3b & 3c below.
2. Not release data to individuals or organisations outside our society.
3. Only keep data necessary for the administration of the society as follows:
 - a. To maintain society records. The data will consist of your name, address, phone number, email address (if provided) and subscription details.
 - b. To enable us to contact you by post or email about NDAS events; circulate reports, notices and newsletters; issue subscription reminders.
 - c. To forward information from third parties that might be of interest to you.
4. Review the data at intervals not exceeding 3 years.
5. Destroy or delete superfluous data.
6. Not permit the data to be displayed publicly or included on a website.
7. On request, provide to a member, details of the information we have of them. Members may also request that this information be amended or deleted.
8. When sending an e-mail message to more than one member use blind (Bcc) copies.
9. On retiring or resigning, committee members will destroy or delete any data they hold.

Policy Review

This policy shall be reviewed at intervals of not more than three years, and whenever there are changes to the type of data held by the society.