



## THE PROBUS SECUNDUS CLUB HARPENDEN

### Membership Application Form

I hereby apply for membership of the above club:

Full name:	
Known as:	Date of application:
Full address:	
Post Code:	
Email address:	Mobile phone no.:
	Landline no. :
Date of birth:	Date of retirement:
Business/Profession and Position held, prior to retirement:	
Interests/Hobbies:	
Partner's first name:	Partner's surname if different from yours:
Special dietary requirements:	
Name of proposer:	Signature of proposer

**If completing this form electronically, please keep it to one double sided sheet.**

## **Probus Secundus General Data Protection Regulations 2018 (GDPR)**

- With effect from 25 May 2018, the General Data Protection Regulations 2018 replace the Data Protection Act 1998. The Club has a duty to review its role and responsibilities in managing the personal data you provide to us in compliance with the Regulations.
- In applying for membership you will have given us your name (and, if relevant, that of your wife/partner), date of birth, details of last employment, hobbies and interests, address, telephone numbers and, if you have one, an e-mail address. This information is held on a password-protected computer and is backed-up on a memory stick. The memory stick and your application form are held in a secure place. The data can only be accessed by the Membership Secretary, but may be provided to Committee Members when it is needed to facilitate the running of the Club and provide the benefits of membership to you.
- This information (excepting your date of birth, employment history and hobbies/interests) will also be printed in the annual Directory of Membership, available only to Members.
- If you are a member of the Walking Group, an emergency contact name and number, and the contact's relationship to you, is stored by other members of the Group on their mobile phones.
- Photographs of Committee Members and of Members and their wives/partners/guests participating in walks, events and outings may be posted on the Club Website.

### **Our policy regarding: data protection**

- We will not share your details with any third party.
- We will only use your data to manage your membership and related activities, for example attending monthly lunches, outings and events.
- We will only hold personal data that you have provided in your application to become a member or have subsequently updated.
- The Committee Secretary will act as Data Protection Officer to ensure that the policy and procedures are adhered to.

### **Your rights under GDPR 2018:**

These include your right:

- To enquire about what data we hold, and its accuracy, by telephoning or writing to the Membership Secretary.
- To be informed of any data security breach.
- To ensure, if you so request, that we erase your data at such time as your membership ceases.

*I agree to my information being stored and used in line with this Policy and agree to photographs of me and my wife/partner/guests being taken at Probus events and used on the website.*

*Should I be elected to the Committee, or be required to perform any role requiring me to have access to personal information of Members, I will use that information only for Club business and will delete all information I hold when relinquishing any such role.*

*I will not pass any personal information to a third party at any time.*

	Signature:	Date:
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