

BENFIELD BOWLING CLUB

Registered Charity Number: 1168108



Membership Application and Renewal Form

Accompanying notes. These notes should be retained by all members for reference.

DO NOT RETURN.

The following notes will describe how the information you complete within the Membership Application Form for the current year will be used in conjunction with the General Data Protection Regulation, May 2018 for the purposes of the running of Benfield Bowling Club. Our Club and its Trustees are committed to the Regulation and responsibly expect its members and other users of our facilities to attain that same commitment. The GDPR document will work alongside our other Official Club documents such as the Club Constitution, Club Rules, Safeguarding Policies etc. and all members are expected to read and understand their content or at the very least be aware that the document exists and what their purposes are. It is in your own interests to know the content.

All areas of the Membership Form marked with an asterisk (*) are required components of the application form and current and new members alike are asked to fill in all parts of the form, especially where marked as stated as above.

Membership Type: Change simply means if you move on from a Casual Play Membership to a Social or Full Member for example. There would be no requirement to tick Renewal or New in this instance.

Title: *Either circle the relevant title or write it alongside.*

Name: Please include your full name including any middle names.

Address: *Your full postal address is required including your Post Code. This can be for, but is NOT for the sole purpose of, distribution of the Club Newsletter where you have not provided an e-mail address.*

Telephone: You should provide at least ONE number so the Club have the facility to get in touch re selection or other official Club business. Do not include numbers you DO NOT wish the Club to store. The Club will not pass your number/s on to other players except where permission has been granted by you to do so.

E-mail Address: *Will be used to distribute the Club Newsletter (Benfield Jack), and other documentation, to members from March, 2019. * If no e-mail address is listed the Club will send the same via your postal address as supplied.*

Date of Birth: This is required and may be used for funding purposes where potential funders may require the age distribution of Club Members of all types. It also helps the Club check for proper entries to competitions for Bowls Northumberland and Bowls England. It will not be used to identify individuals in any way, shape or form or be passed to third parties in any form, paper or electronically, except for the purposes of the running of the Club i.e. the governing bodies as listed above, where necessary.

If ANY member or prospective member is under the age of 18 at the date of applying for membership of the Club then the application form should be completed and signed by a parent or legal guardian. No attempt should be made to fill in the form and sign it by anyone under this age as this will result in immediate cancellation of the membership application and could lead to legal action by other parties.

Shirt Sizes: *This set is ONLY required when you are joining as a New member. Current members will already have been allocated, or ordered, a Club shirt.*

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Membership: You should indicate which type of membership you are requesting or currently hold and wish to retain for the coming season. For example: Full, Social, Second Club, Casual Play or Junior.

Ethnicity/Nationality: *For GDPR and general funding purposes these are required fields. Personal data will not be transferred.*

Disability: Please inform the Club of any disability you have that we should be aware of and where we can improve our facilities for your use and where funding applications can be sought to improve your participation. For your protection any medical, or associated, information you provide will be kept strictly confidential.

Emergency Contact: *Should be supplied in the rare instances where contact can be made to someone who knows you and this can be a partner, family member or friend. Please ensure that their information included here has been sought and approved for use by you and the Club.*

Accompanying notes to Membership Application and Renewal Form, GDPR...

Benfield Bowling Club will undertake to safeguard and protect all personal data we hold on your behalf under the General Data Protection Regulation, May 2018.

Details obtained from the Membership Application and Renewal Form, such as:

Your name, address, telephone number, e-mail address, date of birth, membership type, ethnicity, nationality and disability information will not be passed to any other third party organisation, group or business except for the purposes of the running of Benfield Bowling Club.

Exceptions do exist where certain information is absolutely required by both the local governing body for the sport of bowls, e.g. Bowls Northumberland, for league and competition administration, or Bowls England, the national governing body, for the purposes of national competition entries for example.

Your data is stored via paper record and/or electronically and all attempts are made to keep that data secure. Data will be held electronically via spreadsheet, database, accounting software and other documents relevant to the Club and its storage methods.

Certain personal details are passed to the governing bodies for bowls, as described above, and is usually confined to the following: name, Club where you are a member, age and telephone number.

E-mail addresses of Club officials can also be sent outside of the Club for administration purposes but individual e-mail addresses for members are normally stored in-house.

Other information from the list above is utilised by the Club when seeking funding for a project which will help sustain the Club's future and will never be used where any member can be identified personally from such data. This would breach the General Data Protection Regulation, May 2018. If, in the unlikely event, any such data were required by funders, where personal identification issues arise, then each member would be asked permission for the Club to use such data in the first instance.

These accompanying notes are just a brief guide to show how your personal information is gathered, stored and used for the purposes of the running of the Club. If you require further help please seek to read the GDPR Policy or ask the Data Protection Officer. **PLEASE KEEP THESE NOTES IN A SAFE PLACE for your convenience.**

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Consent Form for Collection and Use of Personal Data

Date: 29 March 2019

Under the General Data Protection Regulation (GDPR), May 2018, there are occasions when Benfield Bowling Club must obtain your explicit consent to use your information, known as 'Personal Data'. Personal Data includes, but is not limited to your name, address, telephone number (landline or mobile) and e-mail address.

For the purposes of membership to be accepted certain data must be obtained and used by the Club for administration purposes and for the Club to operate within the Rules and Regulations of our governing bodies, Bowls Northumberland and Bowls England.

Benfield Bowling Club would like to hold and use your information for the purposes set out below:

Please tick all relevant boxes to indicate your consent (name, address and contact telephone number are considered non-optional for membership purposes) OR place an 'x' if you don't want the Club to store that type of information OR 'N/A'.

- Email Address - For the Club to forward the Club Newsletter to you and any information deemed necessary.
- Date of Birth - To effectively prove your age when entering certain competitions, especially national or county.
- Ethnicity - To be used only when applying for funding and statistical purposes where no other identifying personal data is attached.
- Nationality - As ethnicity.
- Disability - As ethnicity.
- Emergency Contact - The information provided here will ONLY be used if an emergency arises where this person and their details would be used to make urgent and possibly life-saving contact with a preferred party.

This form will ONLY be used by Benfield Bowling Club in conjunction with the Membership Form as from 2019. It will NOT be used for any other purpose nor be divulged to any other organisation, group, or private individual inside or outside of Benfield Bowling Club. The information will only be utilised by the Data Controllers (Club Secretary and Club Treasurer) and overseen by, but not normally accessed by, the Data Protection Officer who oversees the GDPR on behalf of Benfield Bowling Club.

Members' names, addresses, telephone numbers and e-mail addresses will never be passed to a third party even for funding purposes. Similarly, other information can only be used for funding applications where an individual is not identifiable by that information.

Please complete your details below which will indicate, via your selections, acceptance or otherwise, of your personal data by Benfield Bowling Club:

Name: _____

Signature: _____

Date: _____

You can change your consent preferences or withdraw your consent completely by contacting the Data Protection Officer at any time. On withdrawal of acceptance the use of your information will cease immediately and will be erased except where, as stated above, certain details are required in order to effectively be a member of Benfield Bowling Club.

For full details of how Benfield Bowling Club uses your information, please refer to our Data Protection Policy which is available on our Club notice board at any time.

* This form is a legal document and should be treated as such.

** Please return this form to the Club Data Protection Officer, or either of the Club Data Controllers ONLY, at the earliest. These names are on the Club notice board for your convenience.

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Club Member's Fees Form



Name: _____

<i>Membership Type</i>	<i>Fees</i>	<i>Select One</i>
Full Member:	65.00	
Casual Play:	20.00	
Social Member:	5.00	
Junior:	10.00	
Second Club Member:	20.00	
	Sub-Total	

<i>Club Competitions</i>	<i>Fees</i>	<i>Select all you wish to play</i>
Men's 4 bowl singles:	2.50	
Men's 2 bowl singles:	2.50	

Ladies 4 bowl singles:	2.50	
Ladies 2 bowl singles:	2.50	

Men's Vets 4 bowl:	2.50	
Donald Ireland 3 bowl singles:	2.50	
3 bowl pairs:	2.50	

<i>Extras</i>	<i>Fees</i>	<i>If available</i>
Annual Locker Hire:	3.00	
Club Keys (one-time payment):	9.00	

(cash or cheque) Total to Pay	
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