



## Membership Renewal

Your membership subscription is due for renewal. Please fill out this form (in BLOCK CAPITALS please) and return it to:

Nicola Floyd, Regency Square Area Society Treasurer, 1 Queensbury Mews, Brighton BN1 2FE

Please make payment by cash or cheque (payable to Regency Square Area Society)

**I would like to renew my membership of the Regency Square Area Society for the year March 2018 to February 2019. Please tick the relevant category:**

Ordinary member £5.00 \_\_\_\_\_

Family £6.00 \_\_\_\_\_

Senior Citizen £4.00 \_\_\_\_\_

Associate (non-resident) £4.00 \_\_\_\_\_

Business (non-resident) £8.00 \_\_\_\_\_

Optional donation \_\_\_\_\_

**Total amount enclosed** \_\_\_\_\_

Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

### Please tick one box:

Newsletter by email (Please choose this option if possible as it helps keeps the society's costs down)

Newsletter on paper (If this option is selected, and you live **outside** the local area where we cannot hand deliver to you, **please add an additional postage fee of £6.00**)

Members' details are stored on computer. In addition to providing you with the monthly newsletter, the society would also like to contact you from time to time with information that is directly relevant to the local area that we may become aware of at short notice (eg planning applications, or last minute events). **If you do NOT wish to be contacted with this additional information, please tick here.**  You may opt out of this service at any time by request.

## Regency Square Area Society Privacy Policy

1. The Regency Square Area Society holds and processes personal data relating to its own members and to members of the public who attend its events and activities. The society's data controller is the chair of the Committee, who can be contacted via the society website ([www.regencybrighton.com](http://www.regencybrighton.com)) The data protection officer is the Treasurer and can be contacted using the email address [nicola.floyd@yahoo.com](mailto:nicola.floyd@yahoo.com) or by post at 1 Queensbury Mews, Brighton BN1 2FE.
2. Personal data is used by the society to:
  - communicate with its members about its activities and its areas of interest
  - administer its members' subscription payments
  - administer the issuing of tickets for events
  - organise activities involving volunteers.
3. Personal data is held on the basis of consent given by new members of the society or by members of public when they apply for or renew their membership or apply for an event ticket or offer to help the society as a volunteer. Data relating to existing members is held on the basis of the society's legitimate interest in communicating with its members and administering their subscription payments.
4. Those whose data is held by the society are entitled to view, amend, or require deletion of the personal information that the society holds about them. Requests for such action should be sent to the data protection officer (see 1 above). The society aims to reply to such requests within 6 weeks.
5. Data about members is stored securely and processed by the honorary treasurer and the secretary, at their homes or offices. Occasionally and on a temporary basis, other committee members, who have taken on specific duties may store and process data about ticket holders and volunteers securely at their homes or offices. In the case of venue- and/or travel-based events data may also be passed to and processed by venue managers, travel agents and hotels.
6. Personal data relating to members will be deleted securely not more than twelve months after they cease to be a member.
7. Data held relating to volunteers who are not members will be deleted not more than six months after the project on which they are working has ended.
8. On request (with reasonable notice) any person whose data is stored by the society may require the society to cease storing and processing it on the understanding that this may result in their ceasing to be a member or to be entitled to attend a ticketed event or to work as a volunteer.
9. Anyone whose personal data is stored or processed by the society is entitled to complain to the Information Commissioner's Office (<https://ico.org.uk/>) if they believe that the society is storing or processing their personal data in a way that fails to comply with data protection legislation.

This statement was adopted by the trustees of the society on 25 May 2018 and will be reviewed when required