

# Great Alne & Kinwarton Memorial Hall

c/o Hill Top, Haselor, Nr Alcester, Warwickshire B49 6LX

Telephone 01789 488831

Charity No 522931

## Hall 100 Club

Thank you for your interest in becoming a member of the Hall 100 Club.

Would you please read the rules carefully and then complete and return the tear off slip below as soon as possible. Provided that there is a number available you will be eligible for entry in the next draw.

If you are joining after the Club year has started the membership fee for the year will be adjusted pro rata.

Payment can be in cash or via cheque, internet banking or monthly standing order (£4 per month). However please do not send any money until your membership has been confirmed.

With thanks again and best wishes



Martyn Davey  
Chair  
Great Alne & Kinwarton Memorial Hall Committee

**Tear here**

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Name	Address	Hall 100 Club Number
<p><input checked="" type="checkbox"/> I have read the rules and wish to become a member of the Hall 100 Club</p> <p><input checked="" type="checkbox"/> I wish to pay my subscription annually / quarterly / monthly (delete as appropriate)</p> <p><input checked="" type="checkbox"/> I wish to pay by cheque / standing order / Internet banking / cash (delete as appropriate)</p> <p><input checked="" type="checkbox"/> Please pay winnings by cheque / directly to (delete as appropriate)</p> <p>A/c Name .....A/c No..... Sort Code .....</p> <p><input checked="" type="checkbox"/> I acknowledge and accept the terms of the Data Protection notice overleaf.</p>		
.Signed		Dated
Email Address		
<b>Please return to Martyn Davey, Hill Top, Haselor B49 6LX or to any Committee member known to you.</b>		

# Great Aine & Kinwarton Memorial Hall Data Protection Arrangements

## 1. Data Protection and Information Security Policy

Personal data will only be collected by consent. It will only be used for the stated purpose and only retained for as long as necessary to carry out that purpose, plus one year for reference. Personal data will not be shared with any other organisation.

Personal data will be held on a desktop or laptop computer that is protected against hacking and viruses. Back-up copies will be maintained and stored separately.

The Hall's data protection policy will be publicised on the Hall website and displayed inside the Hall.

## 2. Data Protection Appointments

Role	Responsibility	Data Source
Data Protection Officer	Martyn Davey	
Data Controller	Martyn Davey	
Data Processor(s)	Martyn Davey	100 Club & Film Club membership
	Katrina Woodger	100 Club membership & Hall hirers
	Richard Cockman	100 Club membership
	Peter Harris	Hall hirers

## 3. Hall 100 Club - Personal Data Collection, Use and Retention

Data Collected	Use	Retention
Name (1) Address (2) Email Address (3) Payment Method (4) Payment Period (5) Bank A/c & Sort Code (6)	Membership record (All) Winner notification (1,2,3) Draw results publicity (1) Renewal notification (1,2,3) Payment of winnings (6)	Membership duration Plus 1 year

## 4. Consent

Existing members will be made aware of the new regulations when their subscriptions are due for renewal in May. They will be informed of the Hall's Data Protection Policy, the personal information currently held against their names and the use to which it is put. Their explicit consent for the Hall to continue to hold and process the information will be sought. They will be asked to return the completed forms with their subscriptions. Members not renewing their subscriptions will be asked if their details can be retained for 1 year.

New members will be made aware of the new regulations when they apply for membership. They will be informed of the Hall's Data Protection Policy, the personal information that will be collected and held against their names and the use to which it will be put. Their explicit consent to the information being held and processed will be requested. They will be asked to return the completed forms with their subscriptions.

Martyn Davey  
on behalf of the Hall Committee  
25 March 2019