

Aberdeen Strathspey and Reel Society
Application for Membership
(playing members aged 16 and over and non-playing members)

Membership category:	Playing / non-playing (please circle as appropriate)
Title, First and Last name:	
e-mail address:	
Address:	
Telephone no:	
Mobile no:	
Instrument:	
Playing Experience:	
Do you read music?	Yes / No (please circle as appropriate)

Please tick the box where appropriate;

- I consent to receiving marketing/promotional communications from the Society (e.g. details of social events or Society merchandise such as CDs or photographs).
- I consent to my contact information being shared with the Society's Music Director for the purposes of contacting me about events and activities with which the MD is involved (e.g. sending music or dates and times for performances or rehearsals).
- I consent to my contact information being shared with other members of the Society for the purposes of encouraging communication between society members.
- I **do not** wish photographs or video which include myself to be used in any Society publicity material, including the Society's website or Facebook page.

- Please take time to read the attached Privacy Statement before completing the boxes.
- Please also complete and return the Gift Aid declaration attached.
- Please also read the summary of the Application Process overleaf.

I am aware that Aberdeen Strathspey and Reel Society will collect, hold and use some of my data for membership administration purposes.

Signed _____ Date _____

Application Process

Please return the completed form to the Secretary of the Society or any committee member.

Your application is subject to review and approval by the Committee and will normally be considered at the next Committee meeting. The Secretary will inform you once the decision is made. Please note that if your application is approved you will be required to pay the annual subscription for the current concert session/membership year which runs from 1 September to 31 August following.

Please see the enclosed Privacy Statement for information on how we use your information.

Privacy Statement

Why do we need your data?

We need to collect and store some of your details, for example your name and email address, so that we can let you know about things like rehearsal and event dates, subscription payments, and social events.

What data do we collect from members?

We collect some of the following types of data from members (we don't collect *all* of this data on *all* members – we only collect it if it's needed):

<ul style="list-style-type: none">• Name• Email address• Postal address• Phone numbers• Emergency contact details	<ul style="list-style-type: none">• Age /DOB• Gender• Instrument(s) played• Playing experience• Criminal records check	<ul style="list-style-type: none">• Photos/video footage• Subscription payment information• Gift Aid declarations• Bank details• Medical information
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We check what data we have on members every two years and remove it if we no longer need it. If you leave the group, we'll make sure we stop using and/or delete any data we don't need to keep (e.g. for financial reporting).

What do we use it for?

Any of the information listed above might needed to manage your membership with Aberdeen Strathspey and Reel Society and to organise and run our activities. We won't ever use this data for anything else unless you give us your active consent for that additional use.

If you give us your consent, Aberdeen Strathspey and Reel Society will add your email to our mailing list for the group's marketing/promotional communications (e.g. sending details of social events or Society merchandise such as CDs, or photographs). We will always include opt-out options on all such communications. You can withdraw your consent at any point by contacting the Data Protection Officer.

From time to time we use photographs and video of the orchestra for promotional purposes. If you have ticked the opt out box we will do our best to respect your wishes bearing in mind that we do not control all publicity materials relating to Society events.

Do we share your data with anyone else?

- We will never give your data to third parties for that third party to use.
- We will sometimes use third party services (e.g. Microsoft Outlook) to store or process your data. We will make sure that they are reputable and secure, and that your data is kept safe.
- If another member of Aberdeen Strathspey and Reel Society asks for your contact details we will only ever share them if you have consented to this.
- We may share your contact details with the Society's Music Director for the purposes of contacting you about events with which the MD is involved (e.g. sending music or date and time information for performances or rehearsals) but only if you have actively consented to this.

What can you ask us to do?

At any time you can ask to view, update or correct any data we hold on you. You can also ask that we stop using your data or that we erase it. To request any of these, please contact the Data Protection Officer who will respond within one month.

I've got a question– who should I speak to?

The best person to speak to is the Secretary of the Society who is the Data Protection Officer.

Where can I see your full policy?

You can view the Society's full Data Protection and Retention Policy at www.aberdeenstrathspey.org.uk