

Broughton Shop Development Group (BSDG)

Membership Application, Privacy Policy and Member's Declaration Form

Please read all of the notes and then complete the details below. The completed form should be returned to the Membership Secretary or any BSDG Officer (email and postal address details shown on page 3).

NAME (Individual or Organisation)	
ADDRESS	
POSTCODE	
EMAIL	
TELEPHONE	

RULES OF MEMBERSHIP / PRIVACY POLICY

1. Membership of Broughton Shop Development Group (BSDG) is open to any individual or organisation that has an interest to pursue the re-establishment of a shop in Broughton, near Biggar in the Scottish Borders. The aim of BSDG is to develop the necessary infrastructure and activity required to deliver a sustainable business proposal for the future.
2. Application for membership will be made via the Membership Secretary or any BSDG Officer using this form.
3. Duration of membership will continue until such time as it is cancelled by the individual, by a member organisation or terminated by the BSDG Management Committee.
4. Rights: each individual member and each member organisation shall have one vote at any General Meeting.

GENERAL DATA PROTECTION REGULATION - BACKGROUND

On 25th May 2018, the General Data Protection Regulation (GDPR) (EU Regulation 2016/679) comes into force. The Regulation confers upon organisations the obligation to be explicit about their retention of personal information and, under normal circumstances, prohibits organisations from holding and using individuals' personal information without their explicit and freely-given consent. Please read the notes on Pages 2 and 3 and then complete the Statements of Consent below.

STATEMENTS OF CONSENT	<i>Please indicate consent by circling YES or the withholding of consent by circling NO.</i>
"I freely and positively consent to Broughton Shop Development Group (BSDG) holding my personal information in the membership list according to the BSDG privacy policy."	
YES	NO
"I freely and positively consent to BSDG contacting me regarding its news, events and announcements directly relevant to its activities or communications where deemed necessary by BSDG."	
YES	NO
"I freely and positively consent to BSDG sharing my personal data with other individual and member organisations of BSDG."	
YES	NO
SIGNATURE	
DATE	

INDIVIDUAL RIGHTS UNDER THE GENERAL DATA PROTECTION REGULATION

The Regulation confirms the following rights for individuals:

1. The right to be informed.
2. The right of access.
3. The right to rectification.
4. The right to erasure.
5. The right not to be subject to automated decision-making, including profiling.

BROUGHTON SHOP DEVELOPMENT GROUP (BSDG) AND PERSONAL INFORMATION OF MEMBERS

Broughton Shop Development Group is an organisation registered in Scotland. It collects and stores the personal information of its members. For this purpose, 'Members' as a category includes (a) those individuals who have a current membership of BSDG (b) individuals who have previously been members of BSDG in the last seven years but are not current members (c) those who have previously held office in BSDG i.e. Secretary etc. 'Personal Information' means the member's name, address, any additional addresses supplied by the member, any email addresses supplied by the member, any telephone numbers supplied by the member, the type of membership held, any other relevant information.

COLLECTION OF INFORMATION

The information is collected through completed membership forms or through the provision of the same information in an equivalent written form, or communicated verbally to members of BSDG (for example, at a group meeting), and / or through any additional correspondence between individuals and BSDG members. It will henceforth also be collected through a member's completion of the BSDG Privacy Policy and Member's Declaration Form.

STORAGE OF INFORMATION

Members' personal information is held and stored by the Officers on behalf of BSDG. Some information, for example the BSDG membership list, may be held by other members of BSDG when it is relevant to the execution of BSDG business operations. Copies of correspondence including emails will also be retained, usually by the BSDG member contacted, and BSDG members may also share correspondence when the need arises in the execution of BSDG activities. Information may be stored on members' electronic computers, tablets, laptops and mobile phones as well as kept as paper copy. Members will take reasonable care to protect the integrity of the information stored on their devices.

USE OF INFORMATION

The personal information of members will be used to (a) maintain the integrity of the membership list (b) inform members of upcoming BSDG events and make other announcements of direct relevance to BSDG activities (c) make other notifications to members where the Officers of BSDG deem it necessary either in the interests of individual members or to the wellbeing of the organization (d) maintain accurate records relating to the financial and other activities of BSDG.

BSDG COMMUNICATION WITH MEMBERS

Communications with members will normally be by email, where an email address has been provided. Requests for communication by channels other than email will be honoured wherever reasonably practicable.

MEMBERS' STATEMENT OF CONSENT

Members are asked to provide BSDG with an unambiguous statement of consent to the use and storage of their personal information as here described. Consent thus granted will be considered to expire after a period of ten years, although consent may be withdrawn at any time by a member who wishes to do so by communicating their intention to the Secretary (or any Officer) of BSDG. Please note that the granting of consent is a condition of membership of BSDG and that failure to give consent, or subsequent withdrawal of that consent, constitutes resignation from BSDG membership.

MEMBERSHIP CONTROL OF PERSONAL INFORMATION

Members have the right to ask at any time for a copy to be provided them of the personal information that BSDG holds for them, and they have the right to correct this information. The Officers will comply with any member request for rectification or deletion of or access to personal data of this kind within one calendar month.

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PROTECTION OF INFORMATION FROM THIRD PARTIES

BSDG will not share members' personal data with third parties except (a) when an independent examiner of the accounts / reports makes a request for information that is directly relevant to the prudent exercise of that role and office (b) when a list of BSDG members attending a supported event is requested by the staff of an institution or venue hosting that event is made on security or safety grounds (c) in the event of BSDG being in receipt of a court order or warrant to cooperate with an official investigation by the Police or a like body.

QUESTIONS AND COMPLAINTS

Complaints or queries about data handling or breaches of privacy should be directed in the first instance to the Secretary (or any Officer) of BSDG.

OTHER VERSIONS OF THIS DOCUMENT

Members requiring a copy of this document in a different format should contact the Secretary to discuss their requirements.

COMPLETING A STATEMENT OF CONSENT

Members should complete the front page of this document and return it to the Membership Secretary or any Officer.

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BROUGHTON SHOP DEVELOPMENT GROUP – OFFICERS:

Chairperson:

Christopher Lambton, christopher@chapelgill.co.uk, Tel: 01899 830280

Treasurer:

Donald Stewart, donald.stewart1@outlook.com, Tel: 01899 830544

Secretary:

Simon Edwards, simon.n.edwards@me.com, Tel: 01899 830452
The Old Police House, Broughton, ML12 6HQ

Membership Secretary:

Amanda Robertson, alfy2570@gmail.com, Tel: 01899 830464
15 Hawdene, Broughton, ML12 6FW

Group Email:

bsdg4321@gmail.com