

Malvern Naturalist's Field Club

Dear Member,

The Annual Subscription is £10, and new members are asked to provide names addresses, phone numbers etc, which the Committee keep as confidential information, as required under the Data Protection Regulations.

Our year starts on 1 November, and the November indoor meeting includes an Annual General Meeting. Annual Subscriptions are collected at the December meeting.

The Programme for the new club year is usually handed out in December.

MALVERN NATURALISTS FIELD CLUB DATA PROTECTION POLICY

We hold on file (paper records and computer records) the following for each member: Name, address, telephone number, email address and for those who travel regularly the name and phone number of a contact in case of emergency.

Those with access to the computer records have passwords on their computers and are aware of the confidentiality of the information. Those with paper copies are also aware of the confidentiality of the information, keep them in a safe place and shred old copies when discarding them. If a former member has not renewed their membership for 2 years, their records are removed from the system and safely destroyed.

We publish the names, addresses, phone numbers and email addresses of the committee members in the annual programme, so that members can contact the committee members if and when appropriate. Committee members have given their permission for this. Members have been asked to (and we need to change the constitution) respect the confidentiality of the committee members' data and to dispose of it safely when discarding.

Yours faithfully

MNFC Committee

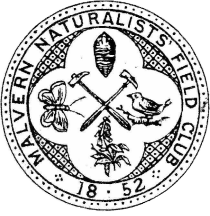
All cheques for subscriptions and outings should be made payable to "**Malvern Naturalists' Field Club**".

Please send cheques to:

Heather Newborough

23 Giffard Drive, Welland, WR13 6SE

Tel: 01684 310634



Malvern Naturalist's Field Club

Membership Form

Title (Mr, Mrs, Miss) Forenames

Surname

Address

Post Code Phone

Mobile phone Email address

In Case of Emergency contact

I consent to the above information being held by the **Malvern Naturalists Field Club** for use within its data policy guidelines.

I give my consent to MNFC Committee Members contacting me by phone and/or email in connection with MNFC business. When emailing members en-bloc, the MNFC committee will hide the email details from other members.

If supplied I give my consent to MNFC holding and using in case of need my emergency contact number, whose permission I have obtained.

I will respect the confidentiality of Committee names, addresses and phone numbers.

I understand that the MNFC Committee will hold all of my data securely and will delete it from their records if I cease to be a member.

Signed Date

Please return this completed form with your cheque for £10 made payable to "**Malvern Naturalists' Field Club**".

Please send forms and cheques to:
Heather Newborough
23 Giffard Drive, Welland, WR13 6SE

Tel: 01684 310634