



## Membership Application

I wish to become a member of Lichfield Society of Artists:

Dr. ☐ Mr. ☐ Mrs. ☐ Ms. ☐ Miss ☐ M. ☐ Mx. ☐ Other

First name

Last name

Postal address

Postcode

Contact number

Email address

Please confirm that we have your permission to use your personal information to contact you in one, several, or all of the following ways, if applicable, by ticking the relevant options below.

**Yes, you may contact me by post** ☐

**Yes, you may contact me by email** ☐

**Yes, you may contact me by telephone** ☐

**Yes, you may contact me by text message** ☐

**Yes, you may send me the Society's *Newsflash* updates** ☐

**Yes, I am happy to appear on photographs in the Society's newsletters and social media communications** ☐

**Signature**

**Date**

Please email this completed form to the Society's Membership Secretary ([guyartist@yahoo.com](mailto:guyartist@yahoo.com)) and make a payment of £25.00 to the Society's bank account:

Bank account name:  
Lichfield Society of Artists  
Sort Code:  
30-90-09  
Account number:  
50760360

Thank you.

### **Membership Secretary**

Mr Guy Williams  
[guyartist@yahoo.com](mailto:guyartist@yahoo.com)  
07514 518967

### **Privacy Policy**

The Lichfield Society of Artists complies with the General Data Protection Regulation (GDPR) which came into force on 25 May 2018.

Lichfield Society of Artists wishes to keep in touch with you to update you about the exhibitions, workshops, excursions and the other activities you ask us to organise. We therefore request that you provide us with your basic contact details and confirm that you are happy for us to contact you in the way(s) indicated on the first page of this application form. If you do not wish us to contact you by post we won't, but we will need to post you your membership card.

The responsibility for requesting, recording, updating and, when required, deleting your information lies with the Society's Membership Secretary (Mr. Guy Williams) who is also the Society's designated Data Protection Officer.

The responsibility for informing the Membership Secretary about any changes to your personal information, or preferred means of communication, lies with you. We will retain your data for as long as you are a member. We will delete it as soon as your membership ceases, or as soon as you instruct the Membership Secretary by email to do so. The membership spreadsheet documenting your personal information is securely archived on password protected computers. Your personal information will never be offered to, or shared with anyone else without your express permission.

Our Privacy Policy may change from time to time to ensure we continue to comply with any future changes to GDPR legislation. We will inform you of any updates.

If you are unhappy about any aspects of our Privacy Policy, please contact the Membership Secretary in person by email. If you are not satisfied with the response to any questions or you have any concerns, please contact the Information Commissioner's Office (Telephone: 0303 123 1113. Address: Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Website: [ico.org.uk](http://ico.org.uk)).

## **Communication Policy**

Members with internet access and active personal email accounts are able to receive our regular *Newsflash* updates. These are issued using the GDPR compliant 'Mailchimp' distribution platform. Members who subscribe to receive these updates are regularly informed about Society matters. Members retain the ability to unsubscribe from this service at any time. Members who choose to receive our digital *Newsflash* updates will not receive additional hard copies by post unless they have a justifiable need and specifically request them. Digital communication provides a fast and convenient information service, minimises the administrative effort that would otherwise be involved and avoids the considerable cost to the Society of postage and stationery. The simple sign-up form to receive digital *Newsflash* updates is prominently advertised on the homepage of our website. The website is the best source of up-to-date information about all of the Society's currently scheduled and future events (see the 'What's On?' section highlighted in the menu). If you have any questions about the website, or need assistance accessing the *Newsflash* updates, please send an email to Guy Williams, [guyartist@yahoo.com](mailto:guyartist@yahoo.com), who will be pleased to help you.

## **Photographic images**

Our Society exists to promote the visual arts. We frequently take photographs at our events in order to document and share our members artwork. Members themselves may also sometimes appear in these photographs. These images are sometimes published in our *Newsflash* updates and may also appear in our Society's social media communications. In cases where an individual member is the principal focus of a photograph (for example, as the recipient of an exhibition award), we will ask for their permission before we take the photograph or use it in connection with their name or any other personal information. In cases where individual members are not the focus of the photograph and appear anonymously or less visibly in the general background (for example, when attending a guest artist demonstration evening, workshop or excursion), we will make members aware before such photographs are taken, so that an individual can opt out and move to a position out of view of the camera.

Lichfield Society of Artists  
Management Committee  
December 2019

\* Applications for annual membership received during the first three months of a calendar year automatically cover at no extra cost the whole period of the forthcoming Society year which runs from April 1st until the following March 31st.