



## Membership Application

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

**Title** Mr / Mrs / Miss / Ms / Other ..... (please circle)

**First name** ..... **Last name** .....

**Postal address** .....

..... **Postcode** .....

**Email address** .....

**Telephone number** ..... **Mobile number** .....

**Email address** .....

Please confirm that we have your permission to use your personal information to contact you in one, some, or all of the following ways by ticking the relevant brackets 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 mobile phone.

 ( ) Yes, you may contact me by text message.

 ( ) Yes, you may send me Society Newsletters & Newsflash updates.

 ( ) Yes, I am happy to appear on photographs in the Society's newsletters and social media communications.

**Signature** ..... **Date** .....

Annual membership for the year beginning 1 March 2019 costs £25.00.\*

Please send this completed form, together with a cheque for £25.00 payable to *Lichfield Society of Artists*, to the Society's Membership Secretary at the address stated on the following page. Alternatively, if you prefer to pay by bank transfer, please tick here to request our bank details ( ).

## **Membership Secretary**

Christine Carter  
39 Haymoor, Boley Park, Lichfield, Staffs, WS14 9SS  
Email: [chris.carter55@ntlworld.com](mailto:chris.carter55@ntlworld.com)

## **Privacy Policy**

The Lichfield Society of Artists is legally obliged to comply 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 for legitimate administrative reasons (e.g. to update you about the exhibitions, workshops, excursions and other activities you ask us to organise). We therefore request that you provide us with your basic contact details and your authorisation to contact you in the way, or ways, you prefer.

The responsibility for requesting, recording, updating and, when required, deleting your information lies with the Society's Membership Secretary (currently Christine Carter) 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 whenever you withdraw your consent by informing the Membership Secretary in person, in writing, or by email ([lichfield.artists@gmail.com](mailto:lichfield.artists@gmail.com)). The spreadsheet documenting your personal information is securely archived on password-protected computers which can only be accessed by the Membership Secretary and the Society Secretary. Your personal information is never 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, in writing, or by email. If you are not satisfied with the response to any questions or concerns you might have, please contact the Information Commissioner's Office (Telephone: 0303 123 1113 / Address: Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF / Online form: <https://ico.org.uk/global/contact-us/email/>).

For information regarding the Society's communication policy and use of photographic images, please read the following page.

## **Communication Policy**

Members with internet access and active personal email accounts are able to receive digital versions of our *Newsletters* and *Newsflash* updates in colour. These are issued using the GDPR-compliant 'Mailchimp' distribution system. Members who do not enjoy internet access and do not have personal email accounts unfortunately receive only black & white paper copies of Society *Newsletters* by post. Members who subscribe to the 'Mailchimp' mailing system are therefore better and more regularly informed about Society matters while also retaining the ability to unsubscribe from this service at any time. Members who choose to receive our digital *Newsflash* updates and *Newsletters* will not receive additional hardcopies by post, unless they have a justifiable need and specifically request them. Digital communication provides a faster and more frequent information service for members. It also minimises the administrative effort for the management committee and avoids the considerable cost to the Society of postage and stationery. The simple sign-up form to receive digital *Newsletters* and *Newsflash* updates is prominently advertised on the homepage of our website ([www.lichfieldsocietyofartists.co.uk](http://www.lichfieldsocietyofartists.co.uk)) and requires you to enter and submit your first name, last name and email address.

## **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 published in our *Newsletters* and *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 and before we 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 have the opportunity to move to a position out of view of the camera.

END

Lichfield Society of Artists  
Management Committee  
January 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 following Society year which runs from 1 March until the last day in February.