**DEFENCE UK JOINING FORM & MEMBERSHIP RECORD**

Surname………………………………... Address……………………………...

Christian/Forenames………………….. ………………………………………..

………………………………………........ ………………………………………..

Name known by…………… ………………………………………

Rank/Title…………… Post Code…………………

Decorations…………. Tel no(s)…………………….

 Email address…………………………

On becoming a member of Defence UK, I give my consent to the following:

1. For my data above to be held and stored securely on the Defence UK database.
2. To be contacted and receive information by the following means:

Post Email SMS Telephone

1. I have read and accept the terms of the PRNOA Privacy Policy attached overleaf.
2. Please indicate with a  * or a* **X** as appropriate.
3. I undertake not to divulge any members’ details to non-members of the Association without that individual’s’ express permission.
4. If at any time I wish to remove or change the details of the way in which I consent to be contacted I can do so at any time by informing the Company Secretary in writing either by email (secretary@defenceuk.org) or by post to The Company Secretary Defence UK Ltd PO Box 819 Portsmouth PO1 9FF.
5. I have subscribed to Defence UK as a Life/Ordinary Member\* by BACS\*/Standing Order (attached)\*

\*Delete as appropriate.

*Signed: Date:*

/ Overleaf Defence UK Privacy Policy

**Defence UK Privacy Policy**

References:

1. The Data Protection Act 1998[[1]](#footnote-1)
2. General Data Protection Regulations 2018 (GDPR 2018).

1. Defence UK is committed to ensuring that members’ privacy is protected. This privacy policy sets out how Defence UK uses any information that a person gives Defence UK when joining as a member and how that information will be stored, protected and disseminated. Any information provided by members to Defence UK that enables individual members to be identified will only be used in accordance with this privacy policy.

2. Defence UK may change this policy from time to time by updating this page and informing members electronically or by post.

3. The Chairman and members of the Board of Directors are, collectively and separately, custodians of this policy and responsible for the timely and efficient implementation of its provisions. The Company Secretary to Defence UK will act as the Association’s Data Protection Officer (DPO) responsible for, inter alia:

1. Providing advice and guidance as required.
2. Creating and maintaining data records.
3. Drafting data policies and procedures.
4. Acting as the first point of contact for all matters of data policy.

**Defence UK Requests, Collects and Stores the Following Membership Details:**

4. Name, title, decorations, date of birth, postal and email addresses, telephone number(s) and subscription rates.

5. Any other reasonable information to enhance the service to the members

6. Members on joining Defence UK will be requested to give their written consent for:

* 1. Their data to be held and stored securely on the Defence UK’s electronic database.
	2. For them to be contacted by one or all means of electronic, postal, SMS text and telephonic communications.

**What We Do With The Information We Collect**

7. We need this information to understand members’ needs and provide a better service to our members and supporters, and more specifically:

1. to enhance the online user experience and our ability to respond to enquiries and requests.
2. for internal record keeping and administration purposes.
3. where you have given permission to do so, sharing relevant information you provide with other Defence UK members.
4. sending such information, we feel may be useful to the email address you have provided.
5. for statistical analysis.
6. customising this website according to your preferences.

**Security and Confidentially**

1. Defence UK is committed to ensuring that members’ information is secure. This includes storage on computers, laptops, and portable devices.
2. Members’ data is stored on a suitably encrypted and fire walled electronic database which is in the general custody of the Company Secretary in his capacity as the DPO.
3. The Defence UK Board of Directors and other officials will not divulge individual members’ information to non-members of Defence UK without that member’s express permission. In order to protect individual members’ data electronic messages to members will be sent via the *bcc* address line.

**Contacting Defence UK and Controlling Member’s Personal Information**

1. Members who have previously consented to provisions of paragraph 6 above can change, amend or remove any information that is held by Defence UK at any time by informing the Company Secretary electronically or by post, the contact details for whom are held on the website and company literature.
2. Members may also request details of personal information held by the Defence UK by emailing or writing to the Company Secretary.
1. Defence UK is not subject to the Freedom of Information Act [↑](#footnote-ref-1)