

General Data Protection Regulations (GDPR) Privacy Notice

******Please Read carefully******

On 25th May 2018 the General Data Protection Regulation (GDPR) - EU Regulation 2016/679 - comes into force. The regulation requires organisations to be explicit about their retention of personal information and normally prohibits them from holding and using individuals' personal information without their explicit consent. In order for the FDCA to comply fully with the new legislation, members will be required to consent to the use of their personal information in accordance with the FDCA Privacy Policy by signing the declarations below.

Please note that granting of consent to statement No.1 is a condition of membership of the FDCA and that failure to do so or subsequent withdrawal of that consent constitutes resignation of FDCA membership. Those who do not provide this consent by 1 July 2018 will be removed from the membership list until such time as consent has been provided.

Declarations of consent:

Please tick (✓) or cross (x) the boxes on the right of the statements below to indicate consent is given to those statements. Please leave blank (or fully obscure any tick, cross or other mark written in error) to withhold consent.

No.1 "I have read and understood the FDCA Privacy Policy [http://www.fdca.org.uk/Privacy_Policy.html] and freely and positively consent to the FDCA storing and using the membership details I have supplied on this form for the purposes of maintaining both the membership list and accurate financial records"

No.2 "I freely and positively consent to receiving the FDCA newsletter and being contacted with details of FDCA events and other news announcements directly relevant to its activities."

Please note that only members of the FDCA who give this consent will receive such announcements (e.g. announcements relating to the bi-annual conference).

No.3 "I freely and positively consent to the FDCA contacting me regarding third-party events or news announcements considered by office bearers or Dundee City Archives staff to be relevant."

Please note that only members of the FDCA who give this consent will receive such announcements (e.g. book publications, events, exhibitions).

Signature:

Date:

Membership details 2018/9

Dear Friend,

Membership subscription for the current year is now due. Please complete and return this form, along with your subscription to;

Hon. Treasurer,
c/o Dundee City Archives
21 City Square,
Dundee DD1 3BY

| | |
|----------------|--|
| Title: | |
| Name: | |
| Address: | |
| Post code: | |
| Tel. number: | |
| Email address: | |

Subscription enclosed (tick below as appropriate):

| | |
|--|--|
| Ordinary (£6.00): | |
| Students & Unwaged (£1.00): | |
| Pensioner (£5.00): | |
| Family (£8.00): | |
| Corporate (£16.00): | |
| Optional donation: I would also like to donate £..... towards the work of the FDCA | |
| Total: | |

Cheques or postal orders should be made payable to
"Friends of Dundee City Archives" Thank you for your continued support

If you require a receipt please tick the following box and enclose a stamped, self-addressed envelope when you return your form.

Membership Renewal Form 2018/19

Friends of Dundee City Archives

Scottish Charity Number: SC006813

www.fdca.org.uk

The Friends of Dundee City Archives (FDCA) is a registered Scottish Charity which was established in 1989 to support the work of the City Council's Archive Service.

An important aim of the group is to raise public awareness of the work of the Archives' office and of the importance of preserving documents which may be of value to historians in future years. Money raised from members' subscriptions and other activities has helped to purchase important historical papers that would otherwise have been lost to the City and so has contributed to the preservation of Dundee's documentary heritage.

The Friends arrange activities throughout the year, most notably a long-running series of monthly lunchtime talks on topics of local historical interest. Members also carry out indexing projects at the City Archives, the results of which can be viewed on the FDCA website.

Individual or corporate membership of the Friends allows you to share in these and other activities and will help to ensure that the valuable work of the group continues.

Please use this form to renew your subscription which falls due on the 1st April each year.

Gift Aid Declaration

Please tick (✓) or cross (x) the box on the right of the statement below to indicate consent is given. Please leave blank (or fully obscure any tick, cross or other mark written in error) to withhold consent.

"I want the FDCA to treat all donations I have made since 6th April 2000 and all donations I make from the date of this declaration, until I notify you otherwise, as Gift Aid Donations"

"I freely and positively consent to the FDCA sharing the personal information I have supplied on this form with HMRC as part of the Gift Aid claim process"

Please note that only members of the FDCA who give this consent will be eligible to make gift aid donations

Signature of Donor:

Date of Signing:

Notes:

1. You can cancel this Declaration at any time by notifying the FDCA.
2. You must pay an amount of Income Tax and/or Capital Gains Tax at least equal to the tax that the society reclaims on your donations in the tax year (currently 28p for each £1 that you give).
3. If in the future your circumstances change and you no longer pay tax on your income and capital gains equal to the tax that the Society reclaims, you should cancel your declaration. (See Note 1 above)
4. If you pay tax at the higher rate, you can claim further tax relief in your Self-Assessment tax return.
5. Please notify the FDCA if you change your name and address.