MEMBERSHIP APPLICATION FORM

THE OLD SAW MILL

BACK RIVER STREET

CONGLETON

CW12 1HJ

01260 277658

MEMBERSHIP SERVICES

info@theoldsawmill.org

WHY SHOULD I BECOME A MEMBER?

Your contribution will help us to continue to maintain The Old Saw Mill as a thriving resource for the town and local community.

WHAT ARE THE BENEFITS OF BECOMING A MEMBER?

a) You will receive 10% discount on your food and drink(s) purchased in the Cafe.
b) You will receive 10% discount on room hire.
c) You will be entitled to claim your Member's offer of the month from the Cafe.
d) You are entitled to subscribe to our monthly E-Mill Newsletter.
e) You have the right to:

- Attend ordinary monthly Board meetings and speak but not vote; and
- Attend the Congleton Community Partnership CIC's Annual General Meeting in June to elect member Directors and participate in decisions about the development of The Old Saw Mill.

f) The opportunity to stand for election to be a Director and sit on the Management Board.
g) You become part of an exciting and important community development initiative for Congleton.

WHAT WILL THE MEMBERSHIP COST?

Membership is as follows:	Monthly	Annually	Life
Individual (single card)	£3	£36	£180
Family (two cards)	£6	£72	£360
Voluntary / Charitable group (four cards)	£5	£60	£300
Non—profit organisation / CIC (four cards)	£5	£60	£300
Individual Business (six cards)	£12	£144	£720
Company Sponsorship (ten cards)	£20	£240	£1200

MEMBERSHIP TERMS AND CONDITIONS

Membership card must be presented to a member of The Old Saw Mill team to be eligible for 10% discounted rate and monthly offers.

Should you wish to cancel your membership, please send your request in writing and return your membership card(s) to:

Data Processor – Membership, The Old Saw Mill, Back River Street, Congleton, Cheshire CW12 1HJ.

DATA PROTECTION NOTICE AND CONSENT – MEMBERSHIP SERVICES

Your personal data – what is it?
Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the Data Controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (GDPR), which came into effect 25th May 2018.

Who are we?
The Old Saw Mill is a non-profit organisation providing a volunteer led community hub for Congleton town situated on Back River St, Congleton. The organisation is managed by four non-paid Directors, Peter Aston, Peter Ranson, Dewi Jones and Alison Hughes.

Facilities include a Cafe, three rooms for hire (The Lord Derby, The Scarlett Pearmain and The Bramley), lounge area, secret garden and production of The Old Saw Mill Apple Juice and Cider.

The Old Saw Mill offers a membership service giving members exclusive offers and 10% discount on meals and drinks in the Cafe and on room hire.

The Cafe is managed by Alex Bannister, Cafe Manager.

Room hire and membership is administered by Michelle Stevens, Administrative and Communications Co-ordinator.

The Directors of The Old Saw Mill are the Data Controllers'. This means the Directors decide how your personal data is processed and for what purposes.

Peter Aston is the Data Protection Officer (DPO). The DPO role is to promote, advise and ensure the organisation functions and processes follow the GDPR.

Michelle Stevens is the Data Processor. This means Michelle Stevens processes personal data on the instruction of the Data Controllers'.

We comply with our obligations under the GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

What personal data do we need from you?
We require your full name, address and postcode and if you have one a contact telephone number and email address.

Why do we need your personal data?
We require your personal data for the following reasons:

- to identify you as a member;
- to issue you a welcome pack and membership card(s);
- to administer your membership records including membership renewals;

Other reasons we require your personal data that may be applicable, should you grant consent:

- to subscribe you to our monthly email newsletter named E-Mill Newsletter;
- to inform you of exclusive offers and services we provide and/or provided by third parties; and
- to contact you for feedback on current services and/or potential new services that may be offered by us.

How do we collect your personal data?
We collect your personal data using two forms:

- Membership Application and Consent; and, if applicable,
- Change of Data Request and Consent.

Signed completed forms are returned either by post or by hand addressed to: The Data Processor, Membership Services, The Old Saw Mill, Back River Street, Congleton, Cheshire CW12 1HJ or sent electronically via email directly to the Data Processor, info@theoldsawmill.org.

How do we process your personal data?
We use your personal data to manage and administer your membership. The Data Processor transfers your personal data you provided on the form(s) onto an excel spreadsheet named The Old Saw Mill Membership Log. On the spreadsheet, we record membership number, full name, address and if provided contact telephone number and email address. We will also record the type of membership, method of payment and the month/year joined. We use the latter three headings, type of membership, method of payment and the month/year joined, for reconciling payments to our bank account and to administer membership renewals by using a filter on the spreadsheet.

How do I update my personal data?
You can update your personal data at any time. We can only accept personal data changes in writing. You will need to complete a Change of Data Request and Consent form, a copy is included in your welcome pack and further copies are available on request. Signed completed forms are returned either by post or by hand addressed to: The Data Processor, Membership Services, The Old Saw Mill, Back River Street, Congleton, Cheshire CW12 1HJ or sent electronically via email directly to The Data Processor, info@theoldsawmill.org. Changes to your personal data will be updated within 30 days from the date of notification and you will receive confirmation that this has been completed by the method you have given explicit consent.

How do we store your personal data?
We store completed Membership Application and Consent and/or Change of Data Request and Consent forms in a lockable filing cabinet. The Old Saw Mill Membership Log excel spreadsheet is password protected and stored on our OneDrive, both accessible only by the Data Controllers' and the Data Processor.

How long do we retain your personal data?
We only retain your personal data for the duration of your membership.

How do we dispose your personal data?
Should you notify us of any changes to your personal data, we will ensure all out of date personal data kept on paper and stored electronically on The Old Saw Mill Membership Log and if applicable, the inbox and/or sent items on info@theoldsawmill.org are destroyed/deleted from our records within 30 days from the date of notification. Paper records are destroyed using a Criss Cross Shredder.

Cancellation of your membership
Should you cancel your membership, we will ensure all personal data kept on paper and stored electronically on The Old Saw Mill Membership Log and if applicable, the inbox and/or sent items on info@theoldsawmill.org are destroyed/deleted from our records within 14 days from the date of notification of cancellation and you will receive confirmation that this has been completed by the method you have given explicit consent. Paper records are destroyed using a Criss Cross Shredder.

Sharing your personal data
Your personal data will be treated as strictly confidential. We will only share your personal data with third parties outside of the organisation with your consent by means of providing a supplementary statement.

Transfer of Personal data abroad
We do not transfer data abroad.

What is the legal basis for processing your personal data?

- We require consent of you, the data subject, to hold and process your personal data;
- Processing is necessary for the performance of a contract with you, the data subject or to take steps to enter into a contract. We process your personal data to fulfil the contract of you being a member;
- Processing is necessary for compliance with a legal obligation. We process your personal data to fulfil the contract of you being a member. Without your personal data, we are unable to process your application for membership;
- Explicit consent from you, the data subject; To be able to process your personal data to subscribe you to our monthly email newsletter named E-Mill Newsletter; to inform you of exclusive offers and services we provide and/or provided by third parties; and to contact you for feedback on current services and/or potential new services that may be offered.

Your rights and your personal data
The GDPR grants you, the data subject, the right to access all personal data that we hold about you. This is referred to as a data subject access request. We shall respond promptly, and within one month from receiving your request with all necessary information as requested from you. Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:

- The right to request a copy of all your personal data which the Data Controllers hold about you;
- The right to request that the Data Controller rectify any personal data when notified that it is inaccurate or out of date;
- The right to request that your personal data is erased where it is no longer necessary for the Data Controllers to retain such data;
- The right to withdraw your consent to the processing at any time;
- The right to request that the Data Controller provides the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, known as the right to data portability.
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data; and
- The right to lodge a complaint with the Information Commissioners Office.

Right to rectification
You, the data subject, shall have the right to obtain from us, without undue delay, the rectification of inaccurate personal data we hold concerning you. Taking into account the purposes of the processing, you, the data subject, shall have the right to have incomplete personal data completed, including by means of providing a supplementary statement.

Right to erasure
You, the data subject, shall have the right to obtain from us the erasure of personal data concerning you without undue delay. You may request this at any time by contacting the Data Processor at Membership Services, The Old Saw Mill, Back River Street, Congleton, Cheshire CW12 1HJ or info@theoldsawmill.org or 01260 277658.

Right to restriction of processing
Subject to exemptions, you, the data subject, shall have the right to obtain from us restriction of processing where one of the following applies:

- The accuracy of the personal data is contested by you, the data subject, and is restricted until the accuracy of the data has been verified;
- The processing is unlawful and you, the data subject, oppose the erasure of the personal data and instead request the restriction in its use;
- We no longer need the personal data for the purposes of processing, but it is required by you, the data subject, for the establishment, exercise or defence of legal claims;
- You, the data subject, have objected to processing of your personal data pending the verification of whether there are legitimate grounds for us to override these objections.

Notification obligations regarding rectification or erasure of personal data or restriction of processing
We shall communicate any rectification or erasure of personal data or restriction of processing as described above to each recipient to whom the personal data has been disclosed, unless this proves impossible or involves disproportionate effort. We shall provide you, the data subject, with information about those recipients if you request it.

Right to data portability
You, the data subject, shall have the right to receive your personal data, which you have provided to us, in a structured, commonly used and machine-readable format, i.e. memory stick. You may request this at any time by writing to: The Data Processor, Membership Services, The Old Saw Mill, Back River Street, Congleton, Cheshire CW12 1HJ or info@theoldsawmill.org.

Further processing
If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

Contact Details
To exercise all relevant rights, queries of complaints please in the first instance contact the Data Controller, The Old Saw Mill, Back River Street, Congleton, Cheshire CW12 1HJ. Telephone Number: 01260 277658.

You can contact the Information Commissioners Office on 0303 123 1113 or via email https://ico.org.uk/global/contact-us/email/ or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

CONTACT DETAILS (CAPITAL LETTERS):

Name:

Address:

Email:

Tel:

TYPE OF MEMBERSHIP (TICK BOX):

Individual ☐ Family ☐ Individual business ☐ Company ☐

Voluntary, Charitable group, Non-profit organisation, CIC ☐

FREQUENCY (TICK BOX):

Monthly ☐ Annually ☐ Life Membership ☐

AMOUNT (PLEASE STATE) £

METHOD OF PAYMENT (TICK BOX):

Standing Order ☐ Faster Payment ☐ Cheque ☐ Card ☐ Cash ☐

CHEQUES PAYABLE TO: Congleton Community Partnership CIC

By signing below, you have read and agree with The Old Saw Mill's membership terms and conditions.

SIGNATURE **DATE**

OFFICE USE ONLY

CONSENT COMPLETED AND SIGNED ☐ LOG UPDATED ☐

CARD AND WELCOME PACK ISSUED ☐

MEMBERSHIP NO

STAFF NAME DATE

By signing this form, you are confirming that you have read DATA PROTECTION NOTICE AND CONSENT – MEMBERSHIP SERVICES and that you are consenting to us holding and processing your personal data for the following purposes:

(please tick the boxes where you are happy to grant consent)

☐ To service your membership;

☐ To subscribe you to our monthly email newsletter named E-Mill Newsletter;

☐ To inform you of exclusive offers and services we provide;

☐ To inform you of exclusive offers and services provided by third parties;

☐ To contact you for feedback on current services and/or potential new services that may be offered by us.

☐ All of the above.

☐ By email ☐ By post ☐ By text ☐ By phone

You can grant consent to all the purposes; one of the purposes or none of the purposes.

Where you do not grant consent, we will not process your personal data for that purpose, except in certain limited situations, such as where required to do so by law or to protect members of the public from serious harm.

Where you do grant consent, please note you can withdraw your consent to all or any one of the above purposes at any time by contacting the Data Processor at Membership Services, The Old Saw Mill, Back River Street, Congleton, Cheshire CW12 1HJ or info@theoldsawmill.org or 01260 277658.

Please note that all processing of your personal data will cease once you have withdrawn consent, but this will not affect any personal data that has already been processed prior to this point.

SIGNATURE DATE

PRINT NAME

THE OLD SAW MILL

CONGLETON COMMUNITY PARTNERSHIP CIC

MEMBERSHIP

STANDING ORDER / FASTER PAYMENT

Please use the following Bank details:

Account name:	**Congleton Community Partnership CIC**
Sort Code:	**09-01-29 (Santander)**
Account no:	**04854078**
Ref:	**Your initial and surname e.g. A Sawmill**
	(This will enable us to track your membership)

Please arrange payment on the 1st day of the month / year.

If you don't have the facility to set a payment electronically or by telephone banking, please take these details into your bank who will make the necessary arrangements for you.

Should you cancel your membership at any time, it is your responsibility to cancel your standing order/faster payment request. You can do this by contacting your bank.

PLEASE KEEP THIS PAGE FOR YOUR REFERENCE.

Many thanks for your support 😊

The Old Saw Mill