

NOSAS bank details

North of Scotland Archaeological Society
Royal Bank of Scotland, Inverness Chief Office, 29 Harbour Road, Inverness IV1 1NU

Sort Code 83-23-10
Account number 12685931

Please use your full name as reference so we can identify your payment - we will be unable to credit you with payment if we do not receive a clear reference.

For payments by Standing Order you will need to arrange this with your bank, so that bank-to-bank payments can be made every year. A good date for annual renewal would be every end-October.

NOSAS Data Protection and Privacy Policy

The Data Controller is the NOSAS Chair, acting on behalf of the NOSAS Trustees, and the Data Processor is the Membership Secretary.

For each member the data stored is:

1. name
2. address
3. telephone numbers
4. email address
5. optionally, whether permission is given to put contact details on the members only, password-protected area of the NOSAS website
6. optionally, whether you agree to information being shared with Highlife Highland so that you can borrow NOSAS books
7. amount and method of payment
8. optionally, whether Gift Aid can be reclaimed, which requires name and address to be shared with HMRC
9. date of becoming a member.

There is a check box on the membership form, for permission to record items 1 to 9, and separate permissions for effecting the optional items 5, 6 and 8.

This initial membership application form is sent to the NOSAS Membership Secretary in paper or digital form, and stored:

- paper form – in a folder kept in the Membership Secretary's private home
- digital form – in a folder on the Membership Secretary's personal computer, which is password-protected.

Details of all members are transferred to a spreadsheet file on the Membership Secretary's computer. For those who have given permission, names and contact details are then uploaded to a page on the NOSAS website. This page is part of the area of the website that is only available to members entering the current secret password. The password is changed each calendar year, ensuring that lapsed members do not still have access to the members-only area. The purpose of the online list of contact details is to allow members to contact other members, e.g. to arrange outings, share lifts, discuss issues, etc, all related to the aims of the charity.

If you sign up to a NOSAS event, details will normally be sent out by email, with everyone's address visible to assist arranging lifts or accommodation unless you specifically request otherwise at the time of signing up.

Names and contact details are shared with members of the committee (i.e. trustees of NOSAS) and the Membership Secretary in order to manage NOSAS and its activities. All information may be shared with NOSAS Officers for accounting purposes.

Note that in Section 5 of SCIOs: A Guide, which can be viewed at https://www.oscr.org.uk/media/1038/cscios_a_guide.pdf, OSCR (the Office of the Scottish Charity Regulator) requires a list of members and trustees to be kept for at least 6 years. OSCR also requires that anyone can request and must be given a list of trustees, and any member can request and must be given a list of members.