



**NORTH OF SCOTLAND
ARCHAEOLOGICAL SOCIETY**

Scottish Charitable Incorporated Organisation
Number SC 044585

www.nosas.co.uk

NOSAS MEMBERSHIP FORM 2019-20 (UHI archaeology students only)

Your name:	
Your term time address, with postcode:	Telephone number(s):
Your home address, with postcode, if different	Telephone number:
UHI email address	
Alternative email address (Indicate if you prefer this one for general use)	
<i>For GDPR purposes, you need to consider three possible tick boxes:</i>	
Data Protection (GDPR)	
<p>1 <input type="checkbox"/> I consent to the information on this form being entered on the NOSAS membership spreadsheet for use by the Committee (i.e. the trustees of NOSAS) and Membership Secretary for the purpose of managing NOSAS and communicating with members. I consent to receiving emails from NOSAS.</p> <p>2 <input type="checkbox"/> Check this box if you wish your name, address, telephone number(s) and email to appear in the members only, password-protected area of the NOSAS website for the purpose of communication between members. (Most people do for convenience.)</p> <p>3 <input type="checkbox"/> Borrowing NOSAS books from Dingwall Library (Note that first you need to be a Highland Library member and that anyone can view and read the books within the library, even if you don't borrow them) I wish to be able to borrow NOSAS books held at Dingwall Library. I agree that my name, address and borrowings of NOSAS books may be shared between NOSAS and Highlife Highland (which runs Highland Library).</p>	
No payment required	
Signature	Date

Now please check you have signed the form and give it to me in person or post it to

Sue Walker, NOSAS Membership Secretary, The Cottage, Upper Leanassie, Beauly, IV4 7AF
or sign it, scan it and email it to
nosasmemsec@gmail.com

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.