

# UEA RETIREMENT ASSOCIATION

John Johnson (Chairman)  
01603 456465

Keith Woods (Membership Secretary)  
01603 810980

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## **APPLICATION FOR MEMBERSHIP for period 1 January to 31 December 2020**

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|---|--|
|   | Please indicate any entries NOT to be stored or used by UEARA in the ways described in its Privacy Statement (attached). |
| Your Title & Name<br>Spouse/Partner's<br>Title & Name |  |
| Address   |  |
| Telephone   |  |
| Email   |  |
| Role at UEA or<br>connection with UEA                 |  |

I enclose a cheque for £8.00 (Individual Membership) or £14.00 (Member and Spouse/Partner)

Please make cheques payable to UEA RETIREMENT ASSOCIATION

I have read the UEA Retirement Association Privacy Statement and consent to my information being stored and used in the ways described.

Signature .....

Signature .....

(Partner, if Joint m'ship)

Date.....

**Please return this complete form with your remittance to:**

**Mr. D. Brown, 144 Moore Avenue, Sprowston, Norwich, Norfolk NR6 7LQ**

**UEA Retirement Association: Privacy Statement**

**What information do we hold about you and where does it come from?**

The information we hold about you is taken from the membership application form which you complete each year. On that form we ask for your name, address, telephone number and email address so that we can contact you for the purposes set out below. Also, for joint membership, we ask for the name of your spouse/partner.

### **Who has access to this information and how is it used?**

The information you provide is held confidentially by the Executive Committee and is used, for example:

- as a basis for distributing the copies of Renaissance that members receive during the year;
- as a basis for publishing notices to wider groups of members;
- by Group Organisers to contact participants of the interest group concerned; • by Outing or Holiday Organisers to contact participants in an outing or Holiday.

Communication with you may be via any of the contact details you choose to give us on your membership form but for speed and convenience, as well as cost, the Committee uses email where possible, rather than letter post or telephone, to notify members of important events, notices, holidays and confirmation of outing bookings.

No data will be shared with any other organisation or individuals without your permission (other than Executive Committee members and RA members who organise activities of the kind noted above, where needed for the purpose of contacting members who participate in those activities).

### **How long will we hold the information about you?**

We will hold your information for as long as you continue to be a member of the Association. Membership is renewed annually and the data we hold about you will be updated each year from your membership form or during the year, if you advise us of changes to your details. If we do not receive a renewal form from you we will retain the information we already hold about you for up to one year. If we do not hear from you by the time of the next annual renewal date we will delete your details.

### **Your rights**

Data Protection legislation gives you a range of rights in relation to your personal data including access, amendment, erasure and restricting how it is used. Information about your rights can be seen on the Information Commissioner's website. To advise us of updates or other requests in relation to the information we hold about you please contact the Membership Secretary (Keith Woods).

### **Keeping in Contact with our members**

From the 25th May 2018, new General Data Protection Regulations mean we will need your consent to hold and store data on our members and to communicate with them in a manner which has their consent, and which is in line with UK law on data protection.

In order to comply with GDPR provisions, we are asking members (and/or their partner/spouse) who **do not** wish to continue receiving communications from the Retirement Association and wish us to delete their contact details from our database, or who wish to change any of the contact details provided on their last membership application form to advise:

Keith Woods, UEARA Membership Secretary and Data Protection Officer,  
113 School Lane, Little Melton, Norwich, NR9 3LA. Email: kandjwoods@waitrose.com

No action is required if you wish to continue receiving communications from the Association using current contact arrangements. The 2019, and subsequent, membership renewal forms will ask you to give consent to the Association holding and processing your data for the purposes set out in this Privacy Statement.

*The Executive Committee*

*May, 2018.*