



# Edinburgh Society of Model Engineers

## Membership Application Form

Title \_\_\_\_\_ First Name \_\_\_\_\_ Surname \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_  
\_\_\_\_\_ Day \_\_\_\_\_  
\_\_\_\_\_ Evening \_\_\_\_\_

Post code : \_\_\_\_\_ Mobile \_\_\_\_\_

Email address : \_\_\_\_\_

Please tick preferred contact – phone  email  post

### *Category of membership – annual subscription*

Adult member  £50

Country Member ( 25 mile radius from Almondell)  £40

Family Membership (including children up to the age of 14)  £55

Full Time Student Membership ( up to age 25 )  £25 (£20 country)

Junior Member 14 to 18 years  £20

**Junior members under the age of 16, Please note that the application must be returned with the completed adult consent form.**

### **Membership Benefits:**

Full participation in the clubs activities, including running and building models, special visits and lectures. The benefits also include full access to the club facilities, public liability and accident insurance (Boiler inspection and insurance).\*

**(Excluding junior members)\***

**Gift Aid** – Please boost your donation by 25p of Gift Aid for every £1 you donate.  
PTO for declaration box.

## Membership Application Form

**Gift Aid** is reclaimed by the charity from the tax you pay for the current tax year. Your address on this form is required to identify you as a current UK taxpayer.

In order to Gift Aid your donation you must tick the box.

Date \_\_\_\_\_

I want to **Gift Aid** my donation of £\_\_\_\_\_ and any donations I make in the future or have made in the past 4 years to **The Edinburgh Society of Model Engineers**.

I am a UK taxpayer and understand that if I pay less Income tax and /or Capital Gains Tax than the amount of Gift Aid claimed on all of my donations in that tax year, it is my responsibility to pay any difference.

### **Please notify the charity if you**

- .Want to cancel this declaration
- .Change your name or home address
- .No longer pay sufficient tax on your income and/or capital gains.

If you pay Income Tax at the higher or additional rate and want to receive the additional tax relief due to you, you must include all your Gift Aid donations on your Self-Assessment tax return or ask HM Revenue and Customs to adjust your tax code.

### **Payment methods**

By either cheque or bank transfer

**By cheque - Please make the cheque payable to**  
EDINBURGH SOCIETY OF MODEL ENGINEERS

By bank transfer -- the ESME bank details are

Clydesdale Bank **Account No.** 30124833 **Sort code.** 82-62-19

Reference – Your Surname --  
treasurer@edinburgh-sme.org.uk

ESME Treasurer.  
Ship Cottage, 3 Low Causeway,  
Torryburn.  
Fife  
KY12 8LP

Please post the completed  
signed form to -

Please tick box to indicate

cheque

bank transfer

### **General Data Protection Regulations 2018 . - PERMISSION FOR DATA STORAGE & USE.**

I have read the information on the attached data protection sheet

I agree that my personal details may be used as described.

Signature .....

Date.....

## *Data protection information for Membership Application Form*

### **General Data Protection Regulations 2018 – Permission for DATA storage & use.**

The Committee of the Edinburgh Society of Model Engineers wishes to improve the management of information necessary to permit adequate control over membership records for the club, thus ensuring more effective running of the club.

To ensure this we wish to store data for each member in a private, computerised database. Under the terms of the 1998 Data Protection Act, we can only do this with the individual consent of each club member. For this reason the consent form has been integrated in the membership application form.

Consent of existing members is being sought by requesting confirmation of the data currently held by the Club using a modified Membership application form.

### **The following undertakings are made by the elected officers of the Club:**

1. The minimum amount of data will be held (see schedule below).
2. Data will only be held for as long as the individual remains a member of the Club.
3. Each member will have free access to all their personal data held at any time and will and always have the right to require changes or to withdraw consent for data storage.
4. The data held will never be disclosed to any third party except where indicated above i.e. disclosure only to the individual and to elected members of the committee.
5. The club will seek confirmation that stored data remains valid on a yearly basis (at membership renewal).
6. The Club will seek confirmation of consent to store data on a yearly basis.
7. The stored data will only be used for management of club membership and proper distribution of club related information.
8. If any club member withdraws consent a member of the committee must respond, in writing, within five working days, confirming that the said data has been deleted. From the computer records.

### **SCHEDULE OF PERSONAL DETAILS.**

1. Full Name.
2. Full postal address including Post Code.
3. Date of Birth.
4. Membership Status (Adult, Country, Family, Full time student, Junior).
5. Telephone Number.
6. Email address if appropriate.
7. Date of first joining
8. Date of payment of subscriptions.
9. Areas of special interest.
10. Member relationship for Family Members only.
11. Contact Flag (Email or post).
12. Any other declared Club Membership
13. Club Trophy Awards if appropriate.