

# Group/Organisation Membership Application Form

The application form should be completed in full and returned by email to [enquiries@vaorkney.org.uk](mailto:enquiries@vaorkney.org.uk) or by post to Anchor Buildings, 6 Bridge Street, Kirkwall, KW15 1HR.



All membership applications are considered by the VAO Board of Directors. The annual subscription of £15.00 including VAT is payable on acceptance as a member.

Name of group/organisation	
Address	
Postcode	
General enquiries email	
General enquiries phone	

Main aim(s) of your organisation:
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Invoice address (if different from the above)	
Name	
Email	
Address	

Contact details for the organisation's Chair or Service Manager (if different from the above)	
Name	
Email	
Phone	

Declaration:	
I understand that in the event of Voluntary Action Orkney being dissolved and leaving debt I may be liable to contribute an amount, not exceeding £1, towards the company's assets.	
I confirm that I have the permission/authority to apply on behalf of the organisation named above.	
Name	
Position	
Email	
Signature	
Date	

# Privacy Notice - Members

This privacy notice tells you about the information we collect from you when you become a member of the organisation. In collecting this information, we are acting as a data controller and, by law, we are required to provide you with information about us, about why and how we use your data, and about the rights you have over your data.

## Who are we?

We are Voluntary Action Orkney. A Scottish charity, number SC010691, and a company limited by guarantee, number 143208.

You can contact us at: Anchor Buildings, 6 Bridge Street, Kirkwall, KW15 1HR; email: [enquiries@vaorkney.org.uk](mailto:enquiries@vaorkney.org.uk); telephone: 01856 872897.

Any enquiries about our use of your personal data should be addressed to the contact details above.

## What personal data do we collect?

When you apply to become a member, if you are an individual, we ask you for your name, address, telephone and email details. If an organisation we ask for your role in the organisation, organisation name, address, email and telephone details.

## Why do we collect this information?

We will use your information to maintain and publish a list of members as required by company and charity law.

We require this information to keep you up to date with the work of the organisation and to provide you with newsletters, briefing papers and other information that we think might be useful to you. We will also send you notices of AGMs, EGMs, other relevant business meetings and to issue membership reminders annually. In addition, the information we hold ensures that fees are charged to you/your organisation at the membership rate.

## What do we do with your information?

Your information is stored in our members' records database.

## How long do we keep your information for?

We will keep your information for the duration of your membership. Your personal information will then be deleted.

## Your rights over your information

By law, you can ask us what information we hold about you, and you can ask us to correct it if it is inaccurate.

You can also ask us to give you a copy of the information and to stop using your information for a period of time if you believe we are not doing so lawfully.

To submit a request by email, post or telephone, please use the contact information provided above.

## Your right to complain

If you have a complaint about our use of your information, you can contact the Information Commissioner's Office via their website at [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns)

## Voluntary Action Orkney (VAO)

Anchor Buildings, 6 Bridge Street, Kirkwall, Orkney KW15 1HR  
[enquiries@vaorkney.org.uk](mailto:enquiries@vaorkney.org.uk) [www.vaorkney.org.uk](http://www.vaorkney.org.uk) 01856 872897