

Actively promoting the interests and serving the needs of Dundee's Voluntary and Community Sector

DVA MEMBERSHIP SUBSCRIPTIONS FOR 2019/20

DVA membership runs from **1st May 2019 to 30th April 2020**. The appropriate fee will be invoiced to you. Memberships will not be active until payment is received within 28 days of receipt of your membership form. Each member will be issued with a membership number to quote when booking rooms to entitle you to reduced member rates along with other benefits.

PLEASE CROSS THE BOX BELOW WHICH IS RELEVANT TO YOU: [x]

Voluntary Organisation Membership	£30 per year	<input type="checkbox"/>
Individual Membership	£15 per year	<input type="checkbox"/>
Small Voluntary Organisations Rate (Planned income of less than £5000 per year only)	£10 per year	<input type="checkbox"/>
Other Membership	£50 per year	<input type="checkbox"/>

- Please tick box if a receipt is required.

Please supply contact details for your organisation. All future correspondence will be sent to this contact until notified otherwise. Please complete the below section in PRINT?

Organisation Name (if applicable)

Name of preferred main contact or individual

Contact's role in your organisation (If applicable)

Organisation Website (If applicable)

Contact Address:

Postcode: **Daytime Tel No:**

Email Address:

DATA PROTECTION:

Personal data, will be held and processed in accordance with the requirements of the (GDPR) General Data Protection Regulation 2018.

DVA will use the information we hold for the following purposes:

- To maintain our financial and membership records
- To provide statistics on membership to statutory bodies
- To keep members informed of DVA activities and events, and other external activities of interest to the Third Sector.
- It is our intention to publish a list of DVA individual members and member organisations on our website. We will include your organisations name, or your name as an individual member and a link to your website (if applicable) on this list. Any other contact details you provide will not be included on the website.

Please read the Privacy Statement on Page 4

Please ONLY tick the box(s) below, that you agree to, how DVA use your data:

Box 1 You agree and consent to your details being:

Placed on DVA membership account/database and DVA website

Box 2 You agree and consent to your details being:

Placed on DVA membership account/database and **Not to be included on DVA Website**

Box 3 You agree and consent to your details being:

Added to DVA Mailing List

I have read and understand all of the above privacy statements provided.

Signed

Post Held

Date

What DVA does:

We provide capacity-building support to community and voluntary organisations, helping them to:

- ✓ Grow and develop, meet their legal obligations and be fit for purpose
- ✓ Demonstrate the impact of their activities, and become more sustainable.

We are a catalyst for effective engagement between the community sector and local decision-making and planning structures:

- ✓ Enabling community groups to engage and influence Community Planning and its associated structures, improving relationships between the community/voluntary sector and statutory agencies
- ✓ Ensuring community sector services are purchased or supported by the statutory sector,
- ✓ Enabling and supporting greater partnership working between community organisations

We work in partnership with Volunteer Dundee and Dundee Social Enterprise Network to:

- ✓ Support voluntary organisations operating in the area
- ✓ Support and promote volunteering,
- ✓ Support and develop social enterprise
- ✓ Connect the Community Planning Partnership with the third sector

What are the benefits of DVA membership for you?

- ✓ Free use of the DVA resource base
- ✓ Reduced rates for meeting rooms and training courses
- ✓ Opportunity to influence the policy and direction of DVA

Your membership enables us to provide the services you require and have a better understanding of the needs of the sector. If you have received advice, support or training from DVA, please consider becoming a member. Membership fees have continued to remain at the same level for another year.

Privacy Statement

Dundee Voluntary Action (DVA) needs to collect and use certain types of information about individuals who come into contact with DVA in order to carry out our work. Dundee Voluntary Action is what's known as the 'Controller' of the personal data you provide to us. You can contact the Data Protection Officer at christinelowden@dva.scot.

What personal data will we collect?

DVA will not collect any personal data about you unless you consent to this. Such information includes data such as your name, telephone number, address or email address.

You must be aware that in many occasions to enable us to provide you with a service we may require certain "necessary information" from you and if you do not provide that information we may not be able to provide you with the service.

In order to become a member DVA will process your Name, Address, Email Address and Telephone Number.

What are the purposes of processing the data?

In order to keep accurate membership records

In order to add you to the Mailing List if you have consented to this

In order to give you access to DVA Website's Members Area if you have consented to this

In order to publish a list of our members if you have consented to this.

To provide statistics on membership to statutory bodies

DVA use personal data for statistical information required by external agencies, government bodies, prospective and existing funders. Personal data will, where necessary be anonymised to ensure that no identification of individuals is possible.

Lawful processing of personal data

Dundee Voluntary Action can process your information because you have given consent.

What we do with your data

Dundee Voluntary Action regards the lawful and correct treatment of personal information as very important to successful working, and to maintaining your confidence.

Dundee Voluntary Action will ensure that your personal information is treated lawfully and correctly.

Information and records will be stored securely and will only be accessible to authorised staff and volunteers.

Information will be stored for only as long as it is needed or required by statute and will be disposed of appropriately. Your personal data will be destroyed if you do not renew your annual membership.

Your personal details will not be given to anyone outside Dundee Voluntary Action without your consent unless it is necessary for us to do so, i.e. in order to comply with the law, with police investigations or it is determined that there is risk of significant harm to either yourself or another person.

There are circumstances where the law allows Dundee Voluntary Action to disclose data (including sensitive data) without the data subject's consent.

These are:

- Carrying out a legal duty or as authorised by the Secretary of State
- Protecting vital interests of an Individual/Service User or other person
- The Individual/Service User has already made the information public
- Conducting any legal proceedings, obtaining legal advice or defending any legal rights
- Monitoring for equal opportunities purposes – i.e. race, disability or religion (in the form of statistics and not in any way that identifies you.)

Dundee Voluntary Action may share data with other agencies such as the local authority, Health organisations, funding bodies and other voluntary agencies (in the form of statistics and not in any way that identifies you.) You will be made aware how and with whom the information will be shared.

How long do we keep your data?

Information will be stored for only as long as it is needed or required by statute and will be disposed of appropriately. Your personal data will be destroyed if you do not renew your annual membership.

What are your rights?

All Data Subjects have the right to access the information DVA holds about them. Individuals may exercise the right by making a written 'subject access request' (SAR). However, subject access goes further than this and an individual is entitled to be:

- told whether any personal data is being processed;
- given a description of the personal data, the reasons it is being processed, and whether it will be given to any other organisations or people;
- given a copy of the personal data; and
- given details of the source of the data (where this is available).

You have the right to receive a copy of the personal information that DVA holds about you, and to demand that any inaccurate data be corrected or removed.

You have the right to withdraw consent at any time, **where relevant**.

If you wish to access a copy of any personal data being held about you, you must make a written request for this. To make a request, please complete a **Personal Data Subject Access Request Form**, which can be obtained from the Data Protection Officer. If a SAR is received, DVA will respond within one month.

If you wish to raise a complaint on how we have handled your personal data, you can contact us to have the matter investigated. Contact christinelowden@dva.scot

If you are not satisfied with our response or believe, we are processing your personal data not in accordance with the law you can complain to the Information Commissioner's Office <https://ico.org.uk/>

Dundee Voluntary Action is a Registered Charity (No SC000487) and a Company Limited by Guarantee (No SC093088)