

## Membership and Data Protection Form

To join the British Tapestry Group complete this Membership Application Form and the Data Protection Form and post with your cheque made payable to the British Tapestry Group to :-

### BTG Membership Secretary

**Paulette Furnival, 8 Mead Close, Ivybridge, Devon, PL21 9RW**

Please tick the membership category ([more information in Join Us on the website](#))

Full UK                       Student UK                       Full Rest of the World and Europe

Associate UK                       Associate Group UK

First Name \_\_\_\_\_

Surname \_\_\_\_\_

Address \_\_\_\_\_

Town/City \_\_\_\_\_

County / State / Province \_\_\_\_\_

Post code/ Zip code \_\_\_\_\_

Country \_\_\_\_\_

Telephone (land) \_\_\_\_\_ Mobile \_\_\_\_\_

Email \_\_\_\_\_ Website \_\_\_\_\_

Membership Fee\*    £ \_\_\_\_\_

*\*[the current subscription rate applying to the membership category you selected is available on the web site](#)*

Where did you hear about the BTG?

Friend or family recommended

Saw a BTG postcard or advertisement at an exhibition

Saw BTG demonstration (Knitting & Stitching or other Show)

Searched on the Web

Other (specify) \_\_\_\_\_

**I wish to join the British Tapestry Group and enclose my completed membership and data protection forms and a cheque made payable to the British Tapestry Group.**

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

Now read the [data protection information](#) on page 2 and [complete the form](#) on page 3 below.

### **The British Tapestry Group (BTG) General Data Protection Regulation 2018 (GDPR)**

The GDPR is legislation that requires the BTG to only collect the information needed to ensure it can meet its responsibilities to BTG members. In the interests of good practice, this principle will be applied to all Members.

#### **Managing your data**

- The BTG Membership Secretary holds the name, address, and contact details of all Members.
- The BTG Secretary and Regional Organisers (where applicable) will hold a Members name and email only.
- The BTG Hon Treasurer and the Editor of Tapestry Weaver will be provided with Member's details as required, *e.g. if you have opted out of disclosing your email the BTG Editor may want to be in touch to discuss contributing to the magazine.*
- The printer of Tapestry Weaver will be given Members names and addresses prior to each edition of the magazine being sent out. If you do not wish your name and address to be passed to the printer, online copies are available in the members section of the website.
- The information provided by Members, including images, will be stored electronically by the BTG and password protected.
- All Members have a right to request a copy of the information held by the BTG; to have their information changed or deleted; or to unsubscribe to the e-newsletter. Please contact the Membership Secretary if you wish to do so.
- Any Membership details will be permanently deleted within two months of the new membership year.

#### **Information on Section 1 of the form**

Your **contact details** are used in the following ways:-

- To keep a record of your membership of the BTG
- To send you information on BTG activities
- To send you copies of the Tapestry Weaver by email or post
- To list your name and contact details within the password protected 'Members only' section of the website.
- To enable the BTG to collect statistical data.

#### **Information on Section 2 of the form**

##### **Will my name/images be on the BTG website?**

Your **name** and/or **images** can be shown on the BTG website in the following ways –

- In the Members Gallery **if you decide** to submit images and text (including any contact details that you may submit for this purpose).
- Images of your work provided by you may be used without acknowledgement subject to types of publicity and restrictions
- In BTG exhibition/events information, e.g. as text or images

##### **What if I want to contribute an article to Tapestry Weaver?**

Your name and contact details will only be published if you agree to this with the Editor

##### **What about BTG Exhibition catalogues/advertising materials?**

By submitting to an exhibition, your details will be kept on a separate database for the duration of the exhibition by the organisers and until all administration regarding your work is completed. The pre-exhibition forms will explain what is required regarding contact details, images, profile information, etc.

#### **Information on section 3 of the form**

##### **Will my private contact details be available to other members?**

Members private email addresses, BTG Regional area and County are listed in the password protected Members section. This means that any BTG member can contact you, including Regional Organisers and the Tapestry Weaver Editorial team. If you do not give permission for your email address to be included, only your name will be listed in the Members Directory. If another member wishes to get in touch, you will be contacted by the BTG by email/telephone, so you can decide whether to respond to the person.

##### **Will I have to complete this form again?**



Yes: it is a requirement of the GDPR that this form has to be completed when you join or each time you renew your membership of the BTG. If you wish to change your preferences or contact details, contact the Membership Secretary as required.

## BTG Data Protection Form

Please complete sections 1, 2 and 3, then sign and date

### **Section 1 Information**

The information you provide will not be disclosed, sold or rented to any third party. The email you provide is the address that will be used for contacting you directly regarding your membership or other internal business. Your email will not be made available to third parties without your consent.

**I give my consent** to my information being held on an electronic and manual database for the purpose of keeping a record of my membership of the British Tapestry Group, in order to provide me with information about the British tapestry group activities and events and for the collection of statistical data by the British Tapestry Group.

### **Section 2 Promotion of the British Tapestry Group**

Images of your work may be used in advertising, marketing and promoting public relations in connection with BTG activities and events.

Please tick one of the following statements

**I give my consent** for images of my work to be used in advertising, marketing and promoting public relations

**I do NOT give my consent** for images of my work to be used in advertising, marketing and promoting public relations

### **Section 3 Members Directory**

The Directory lists all members names and contact email address so that members can contact you including committee, members and regional organisers.

Please tick one of the following statements

**I give** BTG permission to show **my private email address** in the password protected Members Directory on the website

**I do NOT give** BTG permission to show **my private email address** in the password protected Members Directory on the website

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Please print your name** \_\_\_\_\_