



## NORTH OF SCOTLAND ARCHAEOLOGICAL SOCIETY

Scottish Charitable Incorporated Organisation Number SC044585  
www.nosas.co.uk

### NOSAS MEMBERSHIP FORM

Your name(s):	Your address, with postcode:
Telephone number(s):	Email address(es)

**Apologies, this is a busy form. For GDPR purposes, you need to tick or leave blank **five options**:**

#### 1 Data Protection (GDPR)

I consent to the information on this form being entered on the NOSAS membership spreadsheet for use by the Committee (i.e. the trustees of NOSAS) and Membership Secretary for the purpose of managing NOSAS and communicating with members. I consent to receiving emails from NOSAS.

2  Check this box if you DO NOT wish your name, address, phone no(s) and email to appear in the members only, password-protected area of the NOSAS website for the purpose of communication between members.

#### 3 Borrowing NOSAS books from Dingwall Library *(There is an extensive collection)*

I wish to be able to borrow NOSAS books held at Dingwall Library. I agree that my name, address and borrowings of NOSAS books may be shared between NOSAS and Highlife Highland (which runs the Highland Library Service).  
*Note that anyone can view and read the books within the library, even if you don't tick this box.*

#### Payment

The annual subscription for NOSAS is decided each year at the AGM, usually in October.

- The rate £15 for an individual and £25 for a couple at the same address.
- Those under 25 pay half, i.e. £7.50 individual and £12.50 couple (£18.75 for couple with one under 25)

4 Please indicate how you will pay. The first three are our preferred options! Details of how to pay are on next page.

Bank transfer       Standing Order       Paypal       Cheque (payable to NOSAS)

**Signature**

**Signature (second person of couple)**

**Date**

#### Help us by giving your consent to GIFT AID

Boost your donation by 25p of Gift Aid for every £1 you donate.

Gift Aid is reclaimed by the charity from the tax you pay for the current tax year. Your address is needed to identify you as a current UK taxpayer. For joint members: NOSAS can claim Gift Aid on your joint subscription provided that a taxpayer pays it. Note that this requires NOSAS to share your name and address with HMRC.

#### Name of taxpayer:

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 my donations in that tax year it is my responsibility to pay any difference.

5 Please treat as Gift Aid donations all qualifying gifts of money I have made:

Not applicable for me       today only       today and in the future

Please check one of the boxes if you are happy for NOSAS to reclaim Gift Aid on your current/future subscriptions. Please notify NOSAS if you want to cancel this declaration, change your name or home address or no longer pay sufficient tax on your income and/or capital gains.

Please ensure you have completed the **five options** in yellow above and signed the form. Please post to:

**Sue Walker, NOSAS Membership Secretary, The Cottage, Upper Leanassie, Beauly, IV4 7AF**

The form can also be typed in, signed digitally, and emailed to **nosasmemsec@gmail.com**

You can download the form and sign it digitally at sites like <https://www.sejda.com/sign-pdf> or <https://smallpdf.com/sign-pdf>  
Alternatively, you can print out the form, sign it manually, then scan it and email it to the above address.

**Payment Details** – paying directly through the bank or by Paypal are our preferred options

## **NOSAS bank details**

North of Scotland Archaeological Society  
Royal Bank of Scotland, Inverness Chief Office, 29 Harbour Road, Inverness IV1 1NU

**Sort Code** 83-23-10

**Account number** 12685931

Please use your full name as reference so we can identify your payment - we will be unable to credit you with payment if we do not receive a clear reference.

For payments by Standing Order you will need to arrange this with your bank, so that bank-to-bank payments can be made every year. A good date for annual renewal would be every end-October.

## **Paying by Paypal**

Details of paying by Paypal are at the bottom of the "Joining NOSAS" tab of the website:

[www.nosas.co.uk/joiningnosas.asp](http://www.nosas.co.uk/joiningnosas.asp)

## **NOSAS Data Protection and Privacy Policy**

The Data Controller is the NOSAS Chair, acting on behalf of the NOSAS Trustees, and the Data Processor is the Membership Secretary.

For each member the data stored is:

1. name
2. address
3. telephone numbers
4. email address
5. optionally, whether permission is given to put contact details on the members only, password-protected area of the NOSAS website
6. optionally, whether you agree to information being shared with Highlife Highland so that you can borrow NOSAS books
7. amount and method of payment
8. optionally, whether Gift Aid can be reclaimed, which requires name and address to be shared with HMRC
9. date of becoming a member.

There is a check box on the membership form, for permission to record items 1 to 9, and separate permissions for effecting the optional items 5, 6 and 8.

This initial membership application form is sent to the NOSAS Membership Secretary in paper or digital form, and stored:

- paper form – in a folder kept in the Membership Secretary's private home
- digital form – in a folder on the Membership Secretary's personal computer, which is password-protected.

Details of all members are transferred to a spreadsheet file on the Membership Secretary's computer. For those who have given permission, names and contact details are then uploaded to a page on the NOSAS website. This page is part of the area of the website that is only available to members entering the current secret password. The password is changed each calendar year, ensuring that lapsed members do not still have access to the members-only area. The purpose of the online list of contact details is to allow members to contact other members, e.g. to arrange outings, share lifts, discuss issues, etc, all related to the aims of the charity.

If you sign up to a NOSAS event, details will normally be sent out by email, with everyone's address visible to assist arranging lifts or accommodation unless you specifically request otherwise at the time of signing up.

Names and contact details are shared with members of the committee (i.e. trustees of NOSAS) and the Membership Secretary in order to manage NOSAS and its activities. All information may be shared with NOSAS Officers for accounting purposes.

Note that in Section 5 of *SCIOs: A Guide*, which can be viewed at [https://www.oscr.org.uk/media/1038/cscios\\_a\\_guide.pdf](https://www.oscr.org.uk/media/1038/cscios_a_guide.pdf), OSCR (the Office of the Scottish Charity Regulator) requires a list of members and trustees to be kept for at least 6 years. OSCR also requires that anyone can request and must be given a list of trustees, and any member can request and must be given a list of members.