


# LAMA Membership Form

 18<sup>th</sup> February 2022

Please read "LAMA Serving the Community – Member" before completing this form


<b>Member Name:</b>	
Membership Category ( <i>tick one box only</i> ):	<input type="checkbox"/> Individual Member <input type="checkbox"/> Representing Another Organisation
Name of Other Organisation: ( <i>if applicable</i> )	
Roles you are willing to support ( <i>tick all that apply</i> ):	
<input type="checkbox"/> Committee / Management <input type="checkbox"/> Driver <input type="checkbox"/> Driver / Passenger Assistant <input type="checkbox"/> Vehicle Maintenance <input type="checkbox"/> Scheduling / Booking <input type="checkbox"/> Fund-Raising <input type="checkbox"/> Passenger / User Group Representation	
Member Telephone Number:	
Member Mobile Phone Number:	
<input type="checkbox"/> <i>Please tick this box if you are a WhatsApp user</i>	
Member Email Address:	
Member Address and Postcode:	

If you expect to travel on the minibus and in case of a mishap occurring during a LAMA trip, you are invited to provide the following information:

<b>In Case of Emergency (ICE) Contact Name:</b>	
ICE Relationship to you:	
ICE Address and Postcode:	
ICE Telephone Number:	
ICE Mobile Phone Number:	
<input type="checkbox"/> <i>Please tick this box if your ICE contact is a WhatsApp user</i>	
ICE Email Address:	

Date Info Provided	Date £1 Share Paid	Date Reviewed		

# LAMA Member Privacy Policy

 18<sup>th</sup> February 2022

In order to comply with General Data Protection Regulations (GDPR), LAMA needs your express permission to hold your name, address, email and telephone numbers. You may have a copy of your membership form on request.

We will use your information as follows:

- Your data / contact details will be used to keep you informed of significant LAMA issues and to advise you of forthcoming general meetings and fund-raising events.
- If you use the minibus as a driver, assistant or passenger, your data / contact details will also be used to inform you of trips, for contacting you in the event of trip changes or cancellation, and will be included on each journey sheet as follows:
  - Your name and telephone numbers, and those of your ICE contact (if you have one), will be included with the driver's journey sheet for each trip. This provides the driver and emergency services with essential information should there be an incident during the trip.
  - In the event that you do not return to the bus within 10 minutes after the appointed departure time, the driver will try to contact you if a mobile number is provided, otherwise the booking clerk will be asked to contact your ICE number and the driver will continue the trip without you.
- We will assume that your ICE contact agrees to you providing their information. We will treat your ICE contact information in the same way as we treat yours.
- All data will be stored on paper and may also be stored electronically. Your data will not be shared with any person other than LAMA Committee members and drivers, and, if necessary, the emergency services.
- Please inform us in the event that your own and/or ICE contact details change. We will contact you to review all personal and ICE details annually as a matter of routine.
- Your data will be held by LAMA as long as you continue to be a member of the association. At the annual data review, if you have not travelled with or participated in the running of LAMA in the previous 12 months you will be considered to have withdrawn from the association and your data will be destroyed.
- If you want to renew your membership at a later date we will ask you to provide your data again and a new record will be made.

When acting in an official capacity on behalf of LAMA, you must do all you can to protect any personal data that may be entrusted to you so as to prevent its unauthorised access or disclosure.

I agree to my data being held and used as described above and I will do all that I can to protect other people's personal data in an appropriate manner:

Signature: .....

Name Printed: .....

Date: .....