

CONQUEST

Society of Anglo-Norman Living History



Conquest Membership Form 2020

Name:

Address (incl. Postcode):

Telephone:

Email address:

Emergency contact:

Name:

Contact No:

Name:

Contact No:

We ask you to provide us with the name and number of somebody that we can contact in the event of an illness, injury, or major incident at an event. Hopefully we'll ever need to use them.

Ideally this should be your next of kin. But if your next of kin is also likely to be present at an event, we ask you to let us have the contact of another friend or family member as a back up.

Data Protection: We do not require the permission of the emergency contact to handle their data, as the legal basis under which we process it is that it is in the legitimate interests of the society to protect our members in the event of an emergency.

You should, however, make sure that you inform the person you are naming, and that you have their permission, and direct them to the Privacy (GDPR) Policy on the group website

(www.conquestlivinghistory.co.uk).

In brief, the data will be accessible to the Membership Secretary, the designated Event Organiser at any event at which the Membership Secretary is not present, and the Data Controller (DC) named on the website.

The information will be stored securely (locked away) by the Membership Secretary and the DC.

The information will be deleted / redacted from forms at the end of each membership year, so it will need to be resubmitted on an annual basis.

The emergency contact can apply to receive a copy of all the information held by the society about them at any time, as detailed on the website.

Membership fees 2020: £20 individual; £10 individual concessionary; £1 child (under 18); £25 household (for two adults and unlimited kids at the same address).

I agree to my / my child's* data being held and used for all administrative tasks carried out to run the society, and I agree that I may be contacted by the society and its officers via email / letter / or telephone* .

I do / do not* agree to be added to the email newsletter list if I have supplied an email address.

I have seen a copy of the GDPR policy.

I have seen the sheet outlining our request for sensitive information.

I have completed the section for sensitive information

Signature:

Date:

Signature of parent or guardian if under 18 years:

Date:

NB – if completing to return via email, type your name in the 'signature' line – under UK law this is treated as a legally binding signature as long as you intend it to be such – by completing your name, you are agreeing that you intend it to be treated as such.

Please note:

By applying for membership of Conquest Living History Society, you agree to act in accordance with the rules of the society. A full copy is available on request, but these include:

- You are warned that battle re-enactments and living history events in general are often inherently dangerous, and by applying for membership, you agree that you take part in these activities at your own risk.
- When representing the society you must act in a safe and responsible manner at all times. As a society member you must avoid behaving in a manner that may cause loss, offence, or injury to the general public; clients of the society; members of the society; and yourself; or that may otherwise bring the name of the society into disrepute.

- The society is insured against third party claims only.

- All members of the society under the age of 18 are considered to be 'Junior Members'.

All Junior members must be accompanied at events by a parent or legal guardian, who will be responsible for the actions and behaviour of the junior member at all times.

- Junior members may not participate in combat, and the participation of all other activities is at the discretion of the society committee.

- A completed membership form must have been received by the society committee prior to a member's participation in any event.

- The society reserves the right to revoke membership at any time.

- In completing this form, you are agreeing that your image may be used by the society for publicity. Under GDPR, you may withdraw this permission at any time (see website).

Returning this form

You may return this form via email to conquestlh@yahoo.co.uk (to complete it on computer, you may need to save it as a new file)

Or, you may print it and fill it out by hand, and post it to:

Debbie Lough, 31 Womersley Road, Knottingley, WF11 0DB; or hand it to Andy, Luke, or Debbie at an event.

This form will be treated confidentially, as noted in the GDPR / Privacy Policies on our website. (If completing this form in person, the society 'officer' who gave you the form should also be able to show you a copy of the policy.)

Membership number [the society will add this]

Please add details here if applicable (if not applicable please say N/A):

Allergies, medications, medical conditions, disabilities, and pregnancy.

These are all things that the society needs to be aware of in order to ensure that we do our best for you as a member.

Allergies: If you have any serious allergies, we need to be aware of that.

Examples - If you have a food allergy, we need to know about it so that we can cater for you at lunchtime; if you have an allergy to a medication, we need to know about it in case there is an emergency during which you are unable to inform medical or emergency personnel yourself; if you have a severe allergy that may require medical attention or the use of an epi-pen, we need to know about it so that we can make sure that you receive that treatment and we don't just assume you have heat stroke. Etc.

Medications: If you are taking any regular medications, we need to know about it so that if you have an accident, or are taken ill and you are unable to inform first aid or emergency services people yourself, we can make sure they have full information in order to treat you correctly.

Medical conditions: Again, we need to know about any serious medical conditions that might become a problem for you at an event so that we can make sure you get appropriate medical attention if needed. Obviously, we don't need to know if you have athlete's foot. (Please note that for some long term medical conditions there will be an overlap with 'disabilities' regarding reasonable adjustments, etc.) As we are not medical experts, we may need to have a discussion with you if you have a serious illness, to make sure we are not endangering you by allowing you to take part in any activities. It would be incredibly rare for an illness to prevent you taking part if you choose to, so please don't be put off telling us.

Disabilities: We have an obligation under the Equality Act to ensure that we do all that we reasonably can to enable everybody, regardless of disability, or of other protected characteristics, to take part in our activities.

Obviously, the first step in fulfilling that obligation is in knowing that there is a disability in the first place. Not all disabilities are visible. To be clear, if you have a disability, we want you to still be able to take part. But we are not experts in disability. So we will need to have a discussion with you about what we can do to help. This may be an ongoing process – re-enactment is an activity that happens in sometimes hostile terrain, and old, old buildings, so in some cases, we may need to figure out a solution together to ensure that you can take part without risking your safety, and while still staying true to the primary purpose of the society, which is to recreate history.

Pregnancy: Obviously we understand the practice of not informing people of pregnancies early on. That said, if you are in the awesome position of being pregnant (as some of our members have been in recent years), congratulations! And we'd appreciate it if you could let us know as soon as you feel able to, so that we can cater for you at lunch, and to ensure that you are not placed into any situations that might endanger you or your baby.

After you have told us.

If you have a simple allergy or medication issue, that will likely be all we need to know.

If you have a serious illness, or a disability, we will sit down with you somewhere quiet – one member of the committee (either the Membership Secretary or Data Controller, if possible), and another member of your choosing, and discuss with you what you need from us, if anything. There will be notes of the meeting taken, and all those present will initial the notes, with the society and the member keeping a copy each. And then we can go back to having fun.

Confidentiality of sensitive information.

As you've probably figured out from the rest of the membership form, we take our responsibilities under GDPR and the Data Protection Act 2018 seriously.

Access to all membership information is restricted on a need-to-know basis. It is more so in the case of sensitive – or 'special category' – information.

The only people who will be aware of, and who will store, any and all sensitive information with which you may provide us are as follows: the Membership Secretary; the named GDPR Data Controller (see the website).

And of course, where applicable, the committee member, and the member of your choice, who attend any meeting(s) at which your medical condition / disability and the need for adjustments will be aware of your information, but they will not keep a copy of the notes, unless they are the membership secretary / data controller.

Other people will be given the information only as they need to know. Examples of this might be – if you have food allergy, or are pregnant, the person in charge of cooking at an event will be told, so they can plan catering. If you have a non-obvious disability, and you need help to take part, anybody involved in helping you take part will be told. If you have a medical condition, or are taking medication, first aiders may be told (and in the event of an emergency in which you are involved, emergency services will be told if necessary).

The designated Event Organiser will only be informed if the *neither* the Membership Secretary *or* the named Data Controller will be present at an event.

Other situations will be dealt with on a case by case basis.

All Special Category information is kept locked away, as with other membership information.

As an additional security measure, for dealing with this new level of information, we will be keeping the sensitive information separately. We will allocate every member with a membership number, and the number alone (not the individual's name) will appear on the sensitive information.

For more details on the GDPR / Data Protection stuff, see the policies on the website.