



## **MEMBERSHIP FORM**

Name:\* \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ POSTCODE: \_\_\_\_\_

Telephone Numbers: \_\_\_\_\_

Email address: \_\_\_\_\_

Membership Type:    Full Diving Membership                       Associate Membership

Diving qualification: \_\_\_\_\_

Date Applied : \_\_\_\_\_

Signed: \_\_\_\_\_                      Date: \_\_\_\_\_

Attached is a copy of the Dive Ability Privacy Policy. Please take the time to read this before ticking one or other of the following.

- \*I consent to Dive Ability Limited storing and processing my personal data, in a manner compliant with the General Data Protection Regulations (GDPR).
- I do not want my personal data to be retained by Dive Ability Limited

*Dive Ability Limited is the Data Controller and Data Processor. Dive Ability Limited confirms that data shall be processed fairly and lawfully and only as required to fulfil the Charity objectives.*

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Dive Ability Limited is a private company limited by guarantee incorporated in England and Wales with registered number 07693605. Registered Office at 11 Selbourne Avenue, Surbiton, Surrey, KT6 7NR. Charity Commission of England and Wales (Registered Charity No. 1143653)



## **STANDING ORDER MANDATE**

### **YOUR BANK DETAILS:-**

To: \_\_\_\_\_ Bank/Building Society

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Please make the payments detailed below and debit my/our:-

Account Number to be debited : \_\_\_\_\_

Sort Code : \_\_\_\_\_

Name of Account to be debited : \_\_\_\_\_

### **OUR BANK DETAILS:-**

Reference is your Surname :  
Name of Payee : Dive Ability Limited  
Address of Payee : 11 Selbourne Ave, Surbiton, Surrey, KT6 7NR  
Bank and branch to which payment: HSBC, 46 High Street, Marlow, Bucks, SL7 1AT  
Account Number : 41474928  
Bank Sort Code : 40-32-19

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*I wish to donate to Dive Ability Limited £ \_\_\_\_\_  
Monthly /quarterly /annually (Delete as appropriate)*

*I wish my donation to be made on the 3<sup>rd</sup>/10<sup>th</sup>/20<sup>th</sup>/25<sup>th</sup> day of the month*

*I would like my first donation to be made during the month of \_\_\_\_\_  
(Please choose a start date at least one month from now)*

Payments are to continue until you receive further notice in writing.  
This instruction cancels any previous order in favour of the Payee named above under this reference. **(All account holders must sign below please)**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



I, ..... hereby confirm that I have read and understood:-

- The Memorandum & Articles of Association of Dive Ability (available on the web-site) and the Members Agreement and agree to be bound by the same.
- That upon joining the Company as a member, that I will liable to provide a sum of £10.00, if called upon in full settlement of my obligations as a member of a company limited by guarantee.
- That by signing this form I have agreed to subscribe to the Memorandum & Articles of Association of Dive Ability, subject to approval by the Directors and entry onto the Register of Members.
- That by signing this form I hereby confirm that I have read and understood the Dive Ability Safeguarding Policy and agree to be bound by it at all times and to permit Dive Ability to undertake an Enhanced CRB check if I am a volunteer.
- That by signing this form I hereby agree to signing the CRB Self Declaration as required for all members under the Dive Ability Safe Guarding Policy.
- That by signing this form I hereby confirm that I have read and understood the Dive Ability Manual Handling Policy and agree to be bound by it at all times and to permit Dive Ability to undertake an assessment and to retain these personal details on file.
- That by signing this form I have read and understood the Dive Ability policies in effect at the time of my membership, as may be amended from time to time.

*Dive Ability Limited hereby confirms that you will receive a response within 21 working days notifying you of your acceptance or rejection as a member of the company, and if successful, your entry on to the Register of Members.*

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

## Charity Gift Aid Declaration – multiple donation

### 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.

In order to Gift Aid your donation you must tick the box below:

I want to Gift Aid my donation of £\_\_\_\_\_ and any donations I make in the future or have made in the past 4 years to:

Name of Charity Dive Ability Limited

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.

### My Details

Title \_\_\_\_\_ First name or initial(s) \_\_\_\_\_

Surname \_\_\_\_\_

Full Home address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_ Date \_\_\_\_\_

### Please notify the charity if you:

- want to cancel this declaration
- change your name or home address
- no longer pay sufficient tax on your income and/or capital gains

If you pay Income Tax at the higher or additional rate and want to receive the additional tax relief due to you, you must include all your Gift Aid donations on your Self-Assessment tax return or ask HM Revenue and Customs to adjust your tax code.



## DIVE ABILITY LIMITED PRIVACY POLICY

This **Privacy Policy** sets out how Dive Ability Limited uses and protects any information that you provide when you use our services or assist us in providing any service. Dive Ability is registered with the I.C.O under number ZA278041 and is compliant with the General Data Protection Regulations (GDPR).

Dive Ability Limited is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified from forms or when using our website, then you can be assured that it will only be used in accordance with this privacy statement.

Dive Ability Limited may change this policy from time to time by updating this page. You should check this page on the web-site from time to time to ensure that you are happy with any changes. This policy is effective from 2<sup>nd</sup> April 2018.

### **What we collect**

We may collect the following information:

- name, contact information including telephone & email address, postal address information &
- other information relevant to the services we offer

### **What we do with the information we gather**

We require this information to understand your needs as a beneficiary and provide you with a better service or to ensure your skills as a volunteer are properly and efficiently utilised for the benefit of all. In particular data is retained for the following reasons:

- internal record keeping.
- to improve our products and services.
- to evaluate suitability for and allow participation in diving or non-diving related activities, or to administer certifications to be awarded by third party training agencies.
- we will contact you periodically to check that your data is correct and that its retention is still relevant to your needs.
- we may periodically send emails about news, events, new products and/or services or other information which we think you may find interesting using the email address which you have provided.
- we may contact you by email, phone, or mail.
- we may use the information to customise the website according to your interests.

### **Security**

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online and in hard copy forms or documents.

### **Controlling your personal information**

You may, at any time, ask that we delete all and any records relating to yourself. That request must be made by e-mail to [info@diveability.org](mailto:info@diveability.org) and will be actioned within 7 days.

You may choose to restrict the collection or use of your personal information.

You may request details of personal information which we hold about you under GDPR. Dive Ability Limited reserve the right to charge a small fee for this. If you would like a copy of the information held on you please e-mail to [info@diveability.org](mailto:info@diveability.org)

If you believe that any information we are holding about you is incorrect or incomplete, please write to the registered office or email us. We will promptly correct any information found to be incorrect. We do ask that you let us know any changes to your data such as an address change as soon as possible.

We will never sell, distribute or lease your personal information to third parties except as required to provide goods/services specifically requested by you, to administer certifications or unless we are required by law to do so. We may use your personal information to send you promotional information about third parties which we think



you may find interesting if you tell us that you wish this to happen.

**Data collected via our web-site.**

Whenever you are asked to fill in a form on the website, look for the box that you can click to indicate that you do not want the information to be used for marketing purposes. If you have previously agreed to us using your personal information for marketing purposes, you may change your mind at any time by emailing us at [info@diveability.org](mailto:info@diveability.org) or by completing a request on the contact form of our website.

**Cookies**

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We use traffic log cookies to identify which pages are being used. This helps us analyse data about webpage traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies help us provide you with a better website by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

**Links to other websites**

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website or its content. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.