



London Westminster & Middlesex Family History Society

MEMBERSHIP APPLICATION

Subscriptions are due on **1st October** and cost either **£12, £15 or £20** per year.
Anyone joining in the 3 months before 1st October will remain a member for the following year.

To join or renew please send a completed copy of this form to:

e-mail: membership@lwmfhs.org

OR

Post: **LWMFHS Membership, 7 The Drive, Off Lyonsdown Avenue, NEW BARNET EN5 1DZ**

How to pay:

- Standing Order** payable on the **1st October** each year to:
Name: **London Westminster & Middlesex Family History Society**
(a Santander business account)
Sort code: **09-01-29**
Account No: **70580978**
Reference: **[your surname] & [NEW] or [membership no.]** (essential to identify your payment)
- Direct Bank Transfer:**
Name: **London Westminster & Middlesex Family History Society**
(a Santander business account)
Sort code: **09-01-29**
Account No: **70580978**
Reference: **[your surname] & [NEW] or [membership no.]** (essential to identify your payment)
- Cheque** made payable to **"London Westminster & Middlesex FHS"**.

London Westminster & Middlesex Family History Society Membership Application Form

I/we would like to join/renew London Westminster & Middlesex FHS:

Name: _____

Address: _____

Postcode: _____

e-mail: _____

Phone (optional): _____

Please tick one box below to indicate your subscription rate option.

£12; Anywhere. To receive your journal as an electronic download (E-journal).

£15; UK only. To receive your journal as a paper copy by post.

£20; Worldwide. To receive your journal as a paper copy by airmail post.

Remittance:

Subscription: £_____ (GBP) **Paid by:** *Standing Order/Direct Bank Transfer/Cheque (please circle)*

Signature: _____

Date: _____



London Westminster & Middlesex Family History Society

CONSENT FORM

The General Data Protection Regulation (GDPR) - 25 May 2018, applies to all organisations in the EU that process personal data.

London Westminster & Middlesex FHS holds personal data on all members for the purpose of administration, operation of the Society and delivery of the journal METROPOLITAN: Members name, address and email; Membership number; membership fee; method of payment; date payment given to Treasurer and renewal date.

Consent is at the heart of the GDPR. All our members must **actively give consent** to the use of their data by LWMFHS.

YOUR DETAILS

Title.....Name.....

Membership Number.....Telephone number.....

Address.....

Postcode/Zip code.....Country.....

YOUR DATA PROTECTION DETAILS:

I have read the Society's Privacy Policy: Please tick. (See the enclosed copy or our website)

I give LWMFHS permission to use my postal address for Society business YES NO

I give LWMFHS permission to use my email address for Society business YES NO

I give the Membership Secretary permission to use my telephone number YES NO

Signed.....Dated.....

Every member has the right to access, erase and restrict use of their data.

This is our Consent Form for the Data Protection Regulations, please fill it in and either scan it or post it to: **LWMFHS Membership, 7 The Drive, Off Lyonsdown Avenue, NEW BARNET EN5 1DZ**



LONDON WESTMINSTER & MIDDLESEX FAMILY HISTORY SOCIETY

PRIVACY POLICY

The privacy and security of your personal information is important to us. This Privacy Policy explains how and why we use your personal data. This policy applies if you are a member of our Society or use any of our services, visit our website, email or write to us.

London Westminster & Middlesex Family History Society (LWMFHS) is a not-for-profit organisation run by volunteers. A copy of our constitution can be found on our website or is available from our Membership Secretary.

LWMFHS collects some or all of the following personal data, for the purpose of administration, the operation of the society and delivery of its journal METROPOLITAN.

- Name and title
- Postal address and postcode/zip code
- Email address
- Consent for different methods of contact
- Membership details (date joined, subscription type and membership number)
- Payment information (date paid, the amount and payment method)

LWMFHS has a contractual relationship with its members, whereby they pay a membership subscription to enable us to provide membership benefits, such as organising meetings, sending out our journal (Metropolitan) and providing a Members' Forum.

Members' personal data comes to us via our online Membership Management System or on paper and is retained.

The Society only uses personal data to administer the functions of a family history society and to notify you of our latest news, activities and events. We will never sell personal data and will only share it with organisations we work with when it is necessary and the privacy and security of your data is assured (e.g. the membership management system we use, the print company we use, the forum provider that we use).

Our Membership Management System - Membermojo

We use a secure, third-party management system called Membermojo to store and process our membership records. This cloud-based service is UK-hosted and fully compliant with UK Data Protection and GDPR regulations. We use this system solely for the administration of your membership, including processing renewals, sending society communications, managing events (such as our Zoom/Virtual Branch talks) and recording your contact consents. Your personal data is encrypted and is only accessible by authorised committee members, or other volunteers authorised by them, solely to administer the functions of the society such as emailing invitations to Zoom talks and emailing our journal to members who receive it digitally. Wherever possible, the amount of data that can be seen by an authorised person is restricted to the minimum needed to be able to perform their duties. Membermojo will never sell your data or use it to contact you directly for their own marketing purposes. For further details on their security measures, you can visit membermojo.co.uk/mm/help/privacy. Payments through Membermojo use a secure payment processor, Stripe. Your card details are neither seen nor stored by LWMFHS or Membermojo.

Backup data

A download of the membership data is stored digitally in a secure cloud facility (Dropbox) protected by passwords. This data is only accessed by the Membership Secretary and other authorised members of the committee or other volunteers authorised by them.

Paper records

Where a member wishes to communicate with us using paper forms, our Membership Secretary holds those forms in a locked fire-proof box.

Paper Journal Distribution

Members who have requested our journal METROPOLITAN in a printed format have their name, postal address and membership number passed to our printer on a mailing list for distribution. The mailing list is deleted after use.

Private Members' Only Forum on Groups.io

The name and email address of members who use our private Members' Forum on Groups.io are additionally stored on Groups.io. Refer to the privacy policy on the Groups.io website for additional information.

Data retention

The Society retains paid-up members' data for the current year and lapsed members' data for no more than one year after their membership lapses, after which digital data is deleted and any paper forms shredded.

Your rights over your personal data.

You have the right to request access to the personal data we hold about you.

You have the right to request the correction of personal data when incorrect, out of date or incomplete.

Whenever you have given us consent to use your personal data, you have the right to change your mind at any time and withdraw that consent.

You have the right to erase your data. You have the right to cancel your membership and ask for your details to be removed.

You have the right to be informed of any data security breach.

You have the right to complain to the Information Commissioner's Office if you are unhappy with the way your data is being used. Please raise any complaints you have with us before doing this so that we can try to resolve them for you.

You can contact us by emailing the Membership Secretary: membership@lwmfhs.org

We will amend this privacy policy from time to time to ensure it remains up to date. The current version will always be posted on our website.

London Westminster & Middlesex Family History Society

Last updated 22 April 2026