CAMBRIDGE PHILOLOGICAL SOCIETY
MEMBERSHIP FORM

** Please complete both sheets, and return to the address below**

*SUBSCRIPTION TYPE:

☐ Individual (online access only)	GBP 14	USD 28
☐ Individual (print and online)	GBP 20	USD 38

Payment in GBP is made by Standing Order. (You must have a UK bank account). Please complete the attached Standing Order Mandate to set up your standing order from 1st January.

Payment in USD is made by cheque, payable to the CAMBRIDGE PHILOLOGICAL SOCIETY. The USD subscription rates include bank charges.

TITLE:

FIRST NAMES:

SURNAME:

EMAIL ADDRESS:

HOME ADDRESS:
(*Please complete in all cases*)

Can we forward mail to your pigeonhole in a University of Cambridge College, Faculty or Department? If so, please give details here:

COUNTRY:

Please return this form to:
CAMBRIDGE PHILOLOGICAL SOCIETY
University of Cambridge
Faculty of Classics, Sidgwick Avenue
Cambridge CB3 9DA
E-mail: philological@classics.cam.ac.uk

How we use your personal information – Cambridge Philological Society

This statement explains how the Cambridge Philological Society ("we", "us" and "our") handles and uses the personal information we collect about our members for processes relating to our operations and activities. When changes are made to this statement, we will contact you. The controller for your personal information is the Cambridge Philological Society. The person responsible for data protection within the Society is the Treasurer who can be contacted at philological@classics.cam.ac.uk.

How we use your personal information

We collect and process your personal information for a number of purposes, which may include:

- Maintaining your personal details (e.g. your name and preferred contact details), including ensuring effective communications with you, in particular for maintaining address lists chiefly for dispatch of the annual programme of meetings and, through Cambridge University Press, the *Cambridge Classical Journal*, and notifications of individual meetings (especially in case of cancellation or change of speaker).
- Keeping financial records (e.g. payment of your membership fees).
- Maintaining a formal record of your activities with us.
- Undertaking research into our activities.
- Managing complaints made to us.
- Managing the Society's membership relations and fundraising.

The legal basis for processing your personal data for the interdependent purposes set out above is that it is necessary for the pursuit of our legitimate interests and for the Society to run effectively and efficiently. As we only collect and use minimal information for the limited purposes listed here, there is no overriding prejudice to you in our using your personal information for these purposes. If we use your personal information outside of the purposes listed here, we will seek your consent to do so in advance. We keep your personal information for as long as we need it, and usually for seven years after your membership ceases.

How we share your personal information

- Personal information is not normally shared outside of the Society and its members. We share some of your personal information with Cambridge University Press, only where there is a specific need to, including for the dispatch of the *Cambridge Classical Journal*.
- We use University of Cambridge IT facilities to store electronic copies of personal information.
- Cambridge University Press has informed the Society of its own protocols for handling personal data: "Current member data is typically passed to Cambridge each issue for the purpose of sending each member their copy(ies) of the journal. From May 25, 2018 data will be placed by the society on an access-controlled secure SharePoint site managed by Cambridge. A nominated individual from the Cambridge member fulfilment team with controlled access picks up the data and puts it on a secure FTP site for our distributor. The distributor completes the mailing as instructed and then holds the data for 6 months to allow for the handling of any complaints. Cambridge will hold the member data for 7 years in line with the current time limit for UK tax audits. After this time the data will be permanently deleted from all systems."

We may also be subject to a legal requirement (with or without your consent) to share your personal information with the University of Cambridge or a government agency (such as the police or security services or other statutory authorities with investigatory powers) under special circumstances (e.g. relating to tax, crime or health and safety). Where feasible and appropriate, we will notify you of our intention to share such information in advance.

Your rights

You have the right to access the personal information that we hold about you. You also have the right to ask us to correct any inaccurate personal information we hold about you, to delete personal information, or otherwise restrict our processing, or to object to processing or communications, or to receive an electronic copy of the personal information you provided to us. Please note that all of these rights are qualified in various ways. If you have questions or concerns about how your personal information is used, please contact us using the above details. If you remain unhappy with the way your information is being handled, or with the response received from us, you have the right to lodge a complaint with the Information Commissioner's Office at Wycliffe House, Water Lane, Wilmslow, SK9 5AF (https://ico.org.uk/).

Last updated: June 2018

STANDING ORDER MANDATE

Name of Your Bank: .....

Full Address of Bank: .....

Postcode of Bank: .....

Account Name: .....

Account Number: ..... **Sort Code**.....

Please pay the **Cambridge Philological Society**
the sum of GBP (*See Membership form for subscription rates*)*

Figures:..... Words:.....

DATE OF FIRST PAYMENT : …… (Day, month, year)
(*Please allow four weeks from return of form to the start date of your Standing Order*)

DATE OF SUBSEQUENT PAYMENTS: 1st January, annually

Bank, please note:
This order cancels any previous Order I may have in favour of the Cambridge Philological Society.

Signature:.....**Date**:.....

Full name in block capitals: .....

For Bank Use: Cambridge Philological Society, at:
Barclays Bank PLC, 9-11 St Andrews Street, Cambridge, CB2 3AA.
(Sort Code: 20-17-19 ; Account number: 00723789)
Reference: "Subscriber's Surname, Initial"