

# MEMBERSHIP FORM

Hay & District  
Dial-a-Ride

STRICTLY CONFIDENTIAL

Membership Number  
Office Use Only

New/Renewal



## Name & Contact Details

Full Name :

Title :  Date Of Birth :

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Full Address :

Postcode :  Tel No :

E-Mail :  Mobile :

## Disability or Special Requirements

Do you have a disability or any special needs we should be aware of e.g. partially sighted, mobility issues, wheelchair user, deaf etc. This helps us to give you a better service.

YES/NO

If yes please  
give details

If you need assistance, a carer can travel with you for free, as long as they join as a member

Are you a wheelchair user?

YES/NO

If Yes, are you able to transfer to a seat on our vehicles?

YES/NO

If No, please state the make and model of your wheelchair

## Covid Policy

All staff and volunteers have to be up to date with vaccinations. You do not have to tell us if you are unvaccinated, however it would be helpful so that we can make safe and appropriate arrangements for your transport. Some of our volunteers are vulnerable and therefore the pool of available drivers is much reduced for non-vaccinated members.

Are you vaccinated and up to date with boosters?

YES

NO

I DO NOT WISH TO SAY

## Contact Permission

May we contact you by:

Telephone

YES/NO

Post

YES/NO

Email

YES/NO

Please note that if you select "no" to "post", we will not be able to send you membership cards/reminders, AGM papers or newsletters/trip lists. If you select "no" to "telephone" it will make it difficult to arrange journeys.

**PLEASE TURN OVER**

Hay Dial-a-Ride is committed to safeguarding the privacy of your personal information and it will be held on a database and card system and used in accordance with the principles of the Data Protection Act 1998

## ■ Using Your Photographs

From time to time we take photographs of members on trips and at fundraising events for publicity purposes.

May we use any photographs of you in this way?

YES/NO

## ■ Membership Payment

Please return this completed form to us with your annual subscription of £10.00 by cash or cheque to Hay & District Dial-a-Ride, 14 Castle Street, Hay-on-Wye, Hereford HR3 5DF.

You may also pay via BACS to Hay & District Dial-a-Ride, account number 80469475, sort code 20 39 64.

You will then be issued with a membership card and a receipt.

## ■ Making Bookings

As soon as your membership application has been processed, you may make bookings for transport by phoning 01497 821616. This line is manned 9am to 12 noon Monday to Friday, and an answer machine is in operation outside those hours and also when the line is busy. Please give at least 48 hours notice as this will increase the chances of us finding a volunteer for you. You can also make bookings online via our website, haydialaride.com

## ■ Emergency Contact Details

Name & Tel No :

This can be a family member, friend or neighbour, ideally someone outside your household.

## ■ Signature

By signing this form you are agreeing to the policies and procedures of Hay Dial-a-Ride.

Signature

Date

### PRIVACY POLICY

**Data Held:** Your name, address, telephone number (and email address if you have one), when you last paid your membership subscription, particulars of and reasons for how we can best provide transport to you including strictly relevant health related matters, and how you wish us to contact you.

**What we do with it:** It enables us to contact you to arrange transport and send you information on DaR activities and membership information. Where legally required we retain records, for instance of gift-aided payments.

**How we store it and for how long:** It is stored as a MS Excel file on the office computers and security on "cloud" servers. Data is known only to Staff, Volunteers and exceptionally to Trustees on a specific needs basis. Personal data on membership is stored for one year after membership termination.

**Our Policy on sharing:** We do not share member data with other organisations. If we think putting members in contact with other parties (members or otherwise) is useful, we ask your individual permission first.

**Member rights:** A member may obtain details of all their data that is held by DaR by submitting a "subject access request" to the Chief Executive or Chairman of Trustees.

### OFFICE USE ONLY

Record Card Completed  Membership Card, Trip Information & Receipt Issued  Entered on Database

Start Date/Renew  Cash  Cheque  BACS  Donation

Other Notes