



The Royal Army Service Corps  
& Royal Corps of Transport Association



**Membership Application Form**

Please fill in all details requested below and return to the Branch Secretary, at the address at bottom of this page, or direct to the Association Secretary at [rascrctsec@rhqtherlc.org.uk](mailto:rascrctsec@rhqtherlc.org.uk)

Type of Membership (tick). See page 2 (below) for explanations. Full (Life)  Associate

**Personal Details:**

Full Name	<input type="text"/>		
Army Number	<input type="text"/>	Rank on Discharge	<input type="text"/>
Decorations (e.g. MBE)	<input type="text"/>	Corps Served in	<input type="text"/>
Served From (MM/YYYY)	<input type="text"/>	To	<input type="text"/>
Full Postal Address	<input type="text"/>		
E-mail Address	<input type="text"/>		
Telephone	<input type="text"/>		
Mobile	<input type="text"/>		
Date of Birth (DD/MM/YYYY)	<input type="text"/>		
Name of spouse/partner (if single put N/A)	<input type="text"/>		

**Data consent confirmation (tick to confirm consent/understanding):**

I have read the RHQ the RLC Data Protection, Privacy and Communications Policy and consent to the RASC & RCT Association holding my data for the purposes described

I am happy to receive mail from the Association

I am happy for the Association to contact me by e-mail

I am happy for the Association to contact me by telephone (this will only be done in exceptional circumstances e.g. late notice cancelation of an event)

I understand that I may request that my data is deleted or amended or ask for a copy of what is held, by contacting the RASC & RCT Association Secretary at [rascrctsec@rhqtherlc.org.uk](mailto:rascrctsec@rhqtherlc.org.uk)

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

*Return Address (for use by Branches): [insert Branch Secretary's address]*

## TYPES OF MEMBERSHIP AND FEES

**Full Membership.** Full (Life) membership is open to veterans of the RASC, RCT, RLC or the other forming Corps of the RLC (RAOC, ACC, RPC). The form must be sent to the Association Secretary (via a Branch if the applicant knows the Branch they wish to join)

**Associate Membership.** Associate membership may be granted by Branches to any person who has a long or special connection with an Association Branch and who is not eligible for Full membership. It may also be granted to veterans of other Regiments, Corps or Services who wish to join a branch. Associate members are not required to submit an application form to Association Headquarters but should submit a form to the Secretary of their chosen Branch.

**Membership Fees:** No fees are payable to Association HQ. Membership fees may be charged by Branches.

## RHQ THE RLC DATA PROTECTION, PRIVACY AND COMMUNICATIONS POLICY

### General

The privacy and security of your data is very important to us. This policy explains what we collect it and how we use and safeguard it.

### Personal Data and Collection

Your personal data is any information which identifies you, or which can be identified as relating to you personally (for example, name, address, phone number, email address). We will only collect the personal data that we need, and provided by you, for the uses set out below:

- We will record whether you are a subscribing member of The RLC or Forming Corps Associations and will process cheques or bank standing order mandates as required, but we will not retain these or record any banking information about you.
- No change will be made to the information we have collected.
- Information will be destroyed when no longer required or irrelevant.
- We do not hold sensitive information (e.g. racial origin, political persuasion, sexual orientation etc.).

### What is the Information used for?

We will use your information to:

- Communicate with you and keep you informed of RHQ The RLC and Forming Corps news and activities.
- To service your Association Membership, and Branch membership if you are a member of a Branch. This includes sending information by email and mail, for example Newsletters (The Waggoner etc.).
- Dealing with your enquires and requests.
- Administering membership records.

### Protecting Your Information

Your personal information will:

- Only be used for the purposes stated and only information we need will be collected.
- Only be seen by those in RHQ The RLC who need it to do their work.
- Not be shared with any third party, including other Association Members, without your permission.
- Be retained only for as long as it is required for the purpose collected.
- Where necessary, be kept up to date.
- Be protected from unauthorised or accidental disclosure.

We will provide you with a copy of your personal information on request. Changes you provide, inaccurate or misleading data will be corrected as soon as possible. The above principles apply whether we hold your information in electronic or paper form.

### Your consent

By providing us with your personal information you consent to the collection and use of it as described in the policy. You can change your preferences at any time in the future by contacting RHQ The RLC.