

**WOKINGHAM WATERSIDE CENTRE  
WOKINGHAM CANOE CLUB**

**SWIPE CARD ACCESS APPLICATION FORM**

The following form should be completed and a cheque made payable to "Wokingham Waterside Centre" for £10 should be included with the application. The cheque is a refundable deposit for the access card. The form and cheque should be either handed into the WWC Office or posted to the following address: Wokingham Waterside Centre, Thames Valley Park Drive, Earley, Berkshire RG6 1PQ **NB:** If you want the access card posted to include a SAE with your form.

Please complete and sign the following.

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Post Code: \_\_\_\_\_ Tel Number: \_\_\_\_\_

I have a boat stored in the Club Boat Bay: YES/NO

Is this a NEW/REPLACEMENT Card (please delete).

If replacement: Old Card Number: \_\_\_\_\_ (if known)

Reason for New Card: \_\_\_\_\_

As a member of **Wokingham Canoe Club** I agree that I have received induction in the following areas and fully understand the procedures explained to me. (Access and Egress from the Boathouse(s), Storage of boats, Use of centre/club boats, Access and Egress from the Building (communal parts), The function room rules and regulations, The kitchen rules and regulations).

I agree not to loan my swipe card to others. If my card is lost or stolen I will contact the Waterside Centre at once and inform them of my card number. The Wokingham Waterside Centre retains the ownership of the card and if requested it must be returned promptly.

Signed: .....

Date .....

**Date Protection Note:**

Wokingham Waterside Centre Ltd will keep 'personal data' on persons issued with a swipe card. This data will be stored on computer type equipment and will: (a) be obtained and processed fairly and lawfully. (b) be held only for specified purposes. (c) not be used or disclosed other than for those purposes. (d) be adequate, relevant and not excessive for those purposes. (e) not be kept for longer than is necessary. (f) be disclosed on request to the Data Subject. (g) be kept secure against unauthorised access, alterations, destruction, disclosure or accidental loss.

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**WWC/WCC Use Only**

Cheque Received: Yes/No    SAE Enclosed: Yes/No

Access Provided: Central Facilities  WCC Bay  WWC Bay  WWC Office

Card Number Issued: \_\_\_\_\_ Date Issued: \_\_\_\_\_