

Application for Annual Membership of Burford Oil Syndicate for

June 2018 to May 2019

Membership Fee £5.00 to cover administration only

Please complete in CAPITAL LETTERS and send with your payment of **£5.00** to Peter Higgs at 157, The Hill, Burford, OX18 4RE or to Reavleys Chemist, High Street, Burford. (Cheques made payable to "Burford Oil Syndicate"). Further information from Peter Higgs on 01993 822462

Mr/Mrs/ etc:	
First Name:	
Surname:	
Address:	
Postcode:	
Contact Telephone Number:	
E mail Address:	
Location of tank / access to tank:	

1. I give my consent for B.O.S. to negotiate price on my behalf for the supply of heating oil
2. I understand the B.O.S. will identify appropriate suppliers of oil and negotiate only the price on behalf of all B.O.S. members. We do NOT negotiate any terms.
3. I understand that B.O.S. shall only be responsible for negotiating (at no cost to members) supply price with potential suppliers on my behalf as a B.O.S. member
4. I agree that all payments of invoices must be made by me directly to the B.O.S. approved supplier for each delivery as requested by the supplier
5. I agree that B.O.S. will have no liability to me for any claims that may arise between the B.O.S. approved supplier and me from any supply contract I may take out with them and the invoicing/payment thereof
6. I understand that it is my responsibility to ensure that my order form has reached B.O.S. each time a delivery is scheduled, and I will advise any changes to my membership details in writing.
7. I agree that B.O.S. will need to pass my personal data to approved suppliers to enable them to make a delivery
8. I agree to the data protection policy overleaf and to abide by the code of conduct for members as listed overleaf failing which my membership may be terminated immediately by the committee

Signed:	
Print Full Name:	
Date:	

Please tick box if you require a receipt

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As a member or volunteer of the Burford Oil Syndicate you are agreeing to adhere to our CODE OF CONDUCT which is

- Treat our suppliers, members and other volunteers with dignity and respect at all times;
- Maintain a professional and friendly attitude at all times;
- Respect the values, aims and principles of Burford Oil Syndicate at all times;
- Support and act in accordance with Burford Oil Syndicate policies and procedures;
- Listen to and carry out agreed tasks and responsibilities within the chosen voluntary role;
- Undertake all tasks and activities in a professional manner, meeting any agreed standards;
- Not discriminate against any persons for any reason and respect other people's beliefs, values and circumstances;
- Not use abusive or threatening behaviour against anyone. Burford Oil Syndicate has a zero tolerance attitude towards violent, threatening and abusive behaviour;
- Not engage in inappropriate behaviour or contact – physical, verbal, or sexual;
- Respect Burford Oil Syndicate's reputation and not bring the organisation into disrepute

Data Protection

Maintaining the security of your data is a priority at Burford Oil Syndicate and we are committed to respecting your privacy rights. We pledge to handle your data fairly and legally at all times.

The Burford Oil Syndicate are dedicated to being transparent about what data we collect about you and how we use it.

- Members' details will be processed fairly and lawfully in order to satisfy the agreement entered into with you on your admittance to membership. This will ensure that you receive information about all upcoming events, reminders of order dates and confirmation of the supplier, price and delivery of any order you place by email
- Members' details will be passed to our suppliers to enable delivery of oil & invoicing
- Your details will be kept safely and securely and you have the ability to opt out of our communications at any time by advising the administrator in writing