

## 1. APPLICATION DETAILS

Chapter Name \_\_\_\_\_ Application Date \_\_\_/\_\_\_/\_\_\_ Sponsor's Name \_\_\_\_\_

## 2. ME & MY BUSINESS

My Name \_\_\_\_\_ D.O.B. (dd/mm) \_\_\_/\_\_\_/\_\_\_ Mobile \_\_\_\_\_

Business Name \_\_\_\_\_ This is my full time business YES  NO

Business Address \_\_\_\_\_  
 \_\_\_\_\_ Postcode \_\_\_\_\_

Work Tel \_\_\_\_\_ Home Tel \_\_\_\_\_

Email \_\_\_\_\_ Twitter @ \_\_\_\_\_

Do you use facebook? YES  NO  Do you use LinkedIn? YES  NO

I consent to the business contact details provided to be publicly viewable on BNI websites. YES  NO

Describe your product or services (be specific) \_\_\_\_\_  
 \_\_\_\_\_ Specific category applied for \_\_\_\_\_

I have represented this company for \_\_\_\_\_ years My relevant professional qualifications are \_\_\_\_\_

## 3. MY SUCCESS IN BNI

- Are you willing to commit to arrive before \_\_\_\_\_ and stay until at least \_\_\_\_\_? ..... YES  NO
- Are you willing to abide by BNI's policies and procedures? ..... YES  NO
- Are you willing to find a substitute who can attend meetings on your behalf? ..... YES  NO
- Are you prepared to share your contacts and be willing to look for referrals for your fellow members? ..... YES  NO
- Are you prepared to attend BNI training workshops to help you get the best return from your membership? ..... YES  NO
- Have you previously been a member of BNI? If so which Chapter? ..... YES  NO
- Do you belong to any other networking organisation? If so, please list ..... YES  NO

### BNI's Code of Ethics

- 1. I will provide the quality of services at the prices I have quoted.
- 2. I will be truthful with the members and their referrals.
- 3. I will build goodwill and trust among members and their referrals.
- 4. I will take responsibility for following up on the referrals I receive.
- 5. I will live up to the ethical standards of my profession.\*
- 6. I will display a positive and supportive attitude with BNI Members.

\*(Professional standards outlined in a formal code of ethics, supersede the above standards).

Upon acceptance to BNI, I agree to abide by the above Code of Ethics during the tenure of my participation in the organisation. In addition, understanding that training is the key to success in any business, I agree to attend the Member Success Programme (MSP) within 6 weeks of joining.

## 4. PAYMENT

Tick as appropriate	<input type="checkbox"/> 1 Year	<input type="checkbox"/> 2 Years
Registration Fee	£200.00	£200.00
Subscription	£615.00	£980.00
+ VAT @ 20%	£163.00	£236.00
Discount		18%
<b>Total Enclosed</b>	<b>£978.00</b>	<b>£1416.00</b>

### Type of Payment

- Cheque                       Cash                       BACS  
 Credit Card                   Debit Card

If paying by card, your local BNI Office will contact you to obtain payment details.

### Extended Payment Plan

If paying by Extended Payment Plan your local BNI office will send you a link which will enable you to fill out an online application for credit.

Certificate of Credit from \_\_\_\_\_ Chapter

## 5. REFERENCES

1. Name \_\_\_\_\_

Business Name \_\_\_\_\_

Tel \_\_\_\_\_

Email \_\_\_\_\_

Business relationship (Describe) \_\_\_\_\_

2. Name \_\_\_\_\_

Business Name \_\_\_\_\_

Tel \_\_\_\_\_

Email \_\_\_\_\_

Business relationship (Describe) \_\_\_\_\_

## 6. THE SMALL PRINT

- Upon your acceptance to BNI fees are non-refundable.
- Please note that individuals may belong to only one chapter.
- BNI subscription rates are adjusted from time to time.
- BNI is a marketing service of BNI Worldwide Development Ltd provided by independent regional franchise businesses.
- For full terms & conditions go to [www.bni.co.uk/policies](http://www.bni.co.uk/policies) or ask for a policy leaflet.
- In addition to the membership fees above, you may incur additional fees during the course of your BNI membership (examples include chapter participation fees and training fees).
- You agree to BNI processing your personal data in line with the BNI Privacy Policy, available at [www.bni.co.uk/privacy](http://www.bni.co.uk/privacy) and provided to you with this application form.

## 7. WHAT HAPPENS NEXT?

After submitting your membership application and payment the Membership Committee will review the application and notify you (the prospective member) of acceptance or non-acceptance before the next meeting.

## 8. SIGN & DATE

I understand and agree to the BNI policies, programme guidelines, Code of Ethics and the need to attend MSP and further understand that upon acceptance to BNI that fees are non-refundable without exception.

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

# BNI Privacy Notice

## The purpose of this document

1. BNI is committed to protecting the privacy and security of your personal information.
2. This privacy notice describes how we collect and use personal information about you during and after your working relationship with us, in accordance with the General Data Protection Regulation (GDPR).
3. It applies to all Members, Directors Consultants, Area Director Consultants, Executive Directors and Ambassadors.

BNI is a "data controller". This means that we are responsible for deciding how we hold and use personal information about you. We are required under data protection legislation to notify you of the information contained in this privacy notice.

This notice applies to current and former Members, Directors Consultants, Area Director Consultants, Executive Directors and Ambassadors. This notice does not form part of any contract of employment or other contract to provide services. We may update this notice at any time.

It is important that you read this notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information.

## Data protection principles

We will comply with data protection law. This says that the personal information we hold about you must be:

1. Used lawfully, fairly and in a transparent way.
2. Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
3. Relevant to the purposes we have told you about and limited only to those purposes.
4. Accurate and kept up to date.
5. Kept only as long as necessary for the purposes we have told you about.
6. Kept securely.

## How is your personal information collected?

We collect personal information about Members, Directors Consultants, Executive Directors and Ambassadors through the application and recruitment process. We may sometimes collect additional information from third parties including customers, suppliers and other referees or in order to perform other background checks throughout the application process.

## How we use your personal data

BNI uses the information collected from you to perform the contract we have entered into with you to provide you with the benefits of being a BNI member. BNI also acts on behalf of its clients in the capacity of data processor. When working exclusively as a data processor, BNI will be acting on the instruction of its client and will work hard to ensure that the client is fully GDPR compliant.

## If you fail to provide personal information

If you fail to provide certain information when requested, we may not be able to perform the contract we have entered into with you (such as providing a benefit or service).

## Change of purpose

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

Please note that we may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

Some personal data may be collected about you from the forms and surveys you complete, from records of our correspondence and phone calls and details of your visits to our website, including but not limited to personally identifying information like Internet Protocol (IP) addresses. BNI will use such information to identify its visitors. BNI may also collect statistics about the behavior of visitors to its website.

BNI's website uses cookies, which is a string of information that a website stores on a visitor's computer, and that the visitor's browser provides to the website each time the visitor returns. Our website uses cookies to help BNI identify and track visitors and their website access preferences. BNI website visitors who do not wish to have cookies placed on their computers should set their browsers to refuse cookies before visiting BNI's website.

# BNI Privacy Notice (continued)

Any information BNI holds about you and your business encompasses all the details we hold about you and any transactions including any third-party information we have obtained about you from public sources and our own suppliers such as credit processing agencies, or references provided by you in the course of your application.

BNI will only collect the information needed so that it can provide you with business networking and referrals services.

## Legal basis for processing any personal data

The legal basis for processing your personal data is to meet BNI's contractual obligations to its members to provide business networking and referrals.

## Consent

We do not need your consent to process your personal data in order to perform our contractual obligations to you. In limited circumstances, we may approach you for your written consent to allow us to process certain data or particularly sensitive data. If we do so, we will provide you with full details of the information that we would like it and the reason we need it, so that you can carefully consider whether you wish to consent. You should be aware that it is not a condition of your contract with us that you agree to any request for consent from us.

We have asked you to consent to us sharing the personal details you provided on your application form on BNI's websites in order for you to receive business referrals. Should you decide to withdraw this consent, you can do so at any time by emailing [bni@eurobni.com](mailto:bni@eurobni.com) or writing to us at the address set out below (see last section for full contact details).

## Data sharing

We may have to share your data with third parties, including third-party service providers and other entities in the group.

We require third parties to respect the security of your data and to treat it in accordance with the law.

We may transfer your personal information outside the EU.

If we do, you can expect a similar degree of protection in respect of your personal information.

## Why might you share my personal information with third parties?

We will share your personal information with third parties where required by law, where it is necessary to administer the working relationship with you or where we have another legitimate interest in doing so.

## Which third-party service providers process my personal information?

"Third parties" includes third-party service providers (including contractors and designated agents) and other entities within our group. The following activities are carried out by third-party service providers: IT services, such as BNI Connect, extended payment plans, and payment processing providers, market research, product fulfilment and data analytics. The activities for which we use third-party service providers may change from time to time in order for us to meet the needs of the business.

## How secure is my information with third-party service providers and other entities in our group?

All our third-party service providers and other entities in the group are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

## When might you share my personal information with other entities in the group?

We will share your personal information with other entities in our group as part of our regular reporting activities on company performance, in the context of a business reorganisation or group restructuring exercise, for system maintenance support and hosting of data.

## What about other third parties?

We may share your personal information with other third parties, for example in the context of the possible sale or restructuring of the business. We may also need to share your personal information with a regulator or to otherwise comply with the law.

## Retention Policy

BNI will process personal data during the duration of any contract and will continue to store only the personal data needed for two years after the contract has expired to meet any legal obligations. After two years any personal data not needed will be deleted. Member details stored in BNI Connect can be deleted at any time by the Member and must be deleted upon termination of membership. Such requests can also be made by emailing National Office Administration at [bni@eurobni.com](mailto:bni@eurobni.com)

## Data storage

Data is held in BNI using different (multiple) servers. For the purposes of providing contractual services to Members, Directors Consultants, Area Director Consultants, Executive Directors and Ambassadors, BNI does, from time to time, transfer personal data outside the EEA to the USA. In order to provide adequate protection to any personal data transferred, Privacy Shield certification facilitates the transfer of any such information.

# BNI Privacy Notice (continued)

## Rights of access, correction, erasure, and restriction

### Your duty to inform us of changes

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

### Your rights in connection with personal information

Under certain circumstances, by law you have the right to:

- **Request access** to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- **Request the transfer** of your personal information to another party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact National Office Administration in writing by emailing [bni@eurobni.com](mailto:bni@eurobni.com).

### No fee usually required

You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

### What we may need from you

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

### Right to withdraw consent

In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact National Office Administration in writing by emailing [bni@eurobni.com](mailto:bni@eurobni.com). Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

### Changes to this privacy notice

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.

The details for each of these contacts are:

BNI, for the attention of Tim Cook, National Director  
Suite 3 Building 6, Croxley Park WD18 8YH  
Telephone 01923 891 999 or email [bni@eurobni.com](mailto:bni@eurobni.com)

Data Protection Regulator:

Information Commissioner's Office  
Telephone 0303 123 1113 or complete a form at: <https://ico.org.uk/concerns/handling/>