

**Guy Fox History Project Limited**  
**Charity Registration #1119898**  
**DATA PROTECTION POLICY**

Updated by Hunton & Williams 26 November 2009

**Contents**

- A Introduction
- B Definitions
- C Data Protection
- D Types of Information Collected and Shared
- E Processing Information
- F Rights of Data Subjects
- G Informing Workshop Participants and Data Subjects

**A Introduction**

The Data Protection Act 1998 (the “**Act**”) applies to all organisations which handle information and imposes obligations on such organisations relating to the privacy and quality of that information. In carrying out its day-to-day activities the Guy Fox History Project (the “**Organisation**”) handles Personal Data belonging to individuals including the Organisation’s Employees, its members and its suppliers. This data protection policy (the “**Policy**”) sets out the measures put in place by the Organisation to ensure that the processing of this Personal Data complies with the Act. Where the Data Subject is a Participant, the Participant Protection Policy precedes but does not replace this Policy.

All Employees of the Organisation, contractors and agency staff must comply with this Policy and any other guidelines issued by the Organisation from time to time regarding the handling of Personal Data. Failure to comply with this Policy may lead to disciplinary action and/or expose the Organisation to action by regulatory authorities.

**B Definitions**

|                                  |   |
|----------------------------------|---|
| <b>“CRB”</b>                     | means the Criminal Records Bureau.  |
| <b>“Employee”</b>                | includes volunteers, contractors, permanent or temporary staff, trustees or any person involved in the Organisation’s administration or operations.   |
| <b>“Parent”</b>                  | includes the parent, carer or legal guardian of a Participant.  |
| <b>“Participant”</b>             | means any person under the age of 18 years.   |
| <b>“Personal Data”</b>           | is data which: <ul style="list-style-type: none"> <li>• relates to a living individual. Data relating solely to a company (but not to any of the people connected with it) is not Personal Data. However (for example), the names and addresses of people who work for companies which do business with the Organisation are Personal Data; and</li> <li>• the person to whom the data relates must be identifiable. The identification can be direct (for example, by reference to the person’s name) or indirect (for example, by reference to a unique ID number which relates only to them). They do not have to be identifiable from the data itself.</li> </ul> |
| <b>“processing”</b>              | describes all operations which are performed in relation to the Personal or Sensitive Personal Data, including reviewing, transferring, amending and deleting.  |
| <b>“Sensitive Personal Data”</b> | is Personal Data which contains information relating to an individual’s: <ul style="list-style-type: none"> <li>• racial or ethnic origin;</li> <li>• political opinions;</li> <li>• religious or other similar beliefs;</li> </ul>   |

|                              |  |
|------------------------------|--|
|                              | <ul style="list-style-type: none"> <li>• trade union membership (or otherwise);</li> <li>• physical or mental health or condition;</li> <li>• sex life; and</li> <li>• commission or alleged commission of any offence and any proceedings relating to any offence committed or alleged to have been committed, the disposal of such proceedings or the sentence of any court in respect of such proceedings.</li> </ul> |
| <b>“Supervising Teacher”</b> | is a Participant’s teacher who has taken a group of school children to a workshop.   |

## **C Data Protection**

It is the policy of the Organisation to take all necessary steps to ensure that Personal Data held by the Organisation relating to its Employees, members, suppliers and all other individuals is processed in accordance with all relevant statutory requirements. Accordingly, the Organisation has implemented and complies with the eight data protection principles contained in the Act which promote good conduct in relation to processing personal information. These principles are:

### **1. The processing must be fair and lawful**

Personal Data must not be processed unless either the Data Subject has given their consent to the processing, or the processing is necessary for one of the reasons set out in Schedule 2 of the Act (in the case of Personal Data) or for one of the reasons set out in Schedule 3 of the Act (in the case of Sensitive Personal Data).

In addition, in order for the processing to be fair and lawful, the individual must be provided with certain information such as the Organisation’s contact details, the purpose(s) for which the data are intended to be processed and the identity of any individuals or organisations to whom the data may be disclosed.

If Sensitive Personal Data are to be processed, the Organisation must also ensure that it has received the individual’s explicit consent or that the processing is necessary for one of the reasons set out in Schedule 3 of the Act.

### **2. Personal Data must be obtained for specified lawful purposes**

The Organisation must state the purposes for which it is obtaining the Personal Data and may not process it in a manner incompatible with these purposes.

### **3. Personal Data must be adequate, relevant and not excessive in relation to the purpose for which it was obtained**

The Organisation must decide what information is necessary to process in each case and must be able to justify its decision.

### **4. Personal Data must be accurate and up to date**

The Organisation must take reasonable steps to ensure that the information is accurate and take care when entering data into our systems. If the Data Subject notifies the Organisation that the information is inaccurate, the Organisation should either implement the changes accordingly or ensure that the data indicates this fact.

### **5. Personal Data should be kept for no longer than necessary**

The Organisation is responsible for destroying the Personal Data once it is no longer necessary. The requirement of “necessity” links back to the original purpose for which the data were obtained.

## **6. Personal Data should be processed in accordance with the rights of the Data Subject**

The Organisation must only process Personal Data in accordance with the rights of the Data Subject. These include a right to access information relating to the Data Subject, the right to prevent marketing to the Data Subject and the right of appeal where a significant decision is taken about the Data Subject by an automated process (e.g., by computer).

## **7. Personal Data must be kept secure and appropriate technical and organisational measures put in place to protect the information**

The Organisation must ensure that there is an appropriate level of security in place to protect the data against unauthorised or unlawful processing. This requires the appropriate use of IT and physical security systems and staff training in relation to such systems.

## **8. Personal data may not be transferred to a country or territory outside the EEA unless that country or territory ensures an adequate level of protection**

The transfer of Personal Data to countries outside the EEA will generally only be allowed if the country ensures an adequate level of protection.

## **D Types of Information Collected and Shared**

### Workshop Participants

The Organisation requires studio workshop application forms to be completed by, or on behalf of, participants of the studio workshop. The forms are designed to collect personal information including, but not limited to, the Participant's name, Participant's address, Participant's phone number, Participant's school, Participant's birth date, Participant's allergies / special needs and the parent's name and emergency contact details. The information collected is necessary to ensure the effective operation of the current project.

The collection of a Participant's Personal Data requires parental consent. In most cases the information is collected directly from the Parent or the Supervising Teacher rather than the Participant. In the event the workshop is not an organised event but is a "drop-in event" where the public can join, the Organisation would only ask the supervising adult for a signature permitting the child to take part. In "drop-in events" the Organisation usually only collects the child's first name and surname on file.

Completed studio workshop application forms are filed in a filing cabinet under the relevant project name. See a sample of an application form at Annex [ ]. The Project Director includes a photocopy of each application in the project binder, which s/he takes to the workshops. During intervals in the workshops, the project binder is stored securely at the Organisation's office.

From the information supplied on the application forms, the Project Director creates an attendance roster including the names and phone numbers of the Participants. When the project is complete, the attendance roster is shredded internally.

### Photographers / Artists

The Organisation employs artists and photographers and also uses artwork developed by Participants at workshops.

The Organisation requires Parents to complete photography/artwork waivers which are designed to collect personal information including, but not limited to, the Participant's name, Participant's address, Participant's phone number and the parent's name and address. The waiver relates to the use by the Organisation of any film, recording, artwork, written work collected from the Participant during the

workshop. Hard copies of the signed waivers are stored permanently in the PARTICIPANT PERMISSION folder. An example of a Participant waiver form can be found in our Operations Manual.

The Organisation also requires Employees to complete the relevant photography/artwork waivers which are designed to collect personal information relevant to the work they are performing at the Organisation. Hard copies of the signed waivers are stored permanently in the EMPLOYEE folder.

The Organisation may provide third parties (including publishers or newspapers) who publish photos or artwork with a blank copy of the waiver for their purposes or, if necessary, provide a copy of the signed waiver, but the latter will only be provided with parental consent.

#### Employees / Volunteers/Contractors

The Organisation collects and uses Employee Personal Data for employment-related purposes which are necessary and relevant for recruitment purposes, execution of the employment contract, administration, operations and to foster a safe, professional working environment. The Organisation collects and retains Employee Personal Data including but not limited to name, nickname, address, address verification, national insurance number, employment / education history and referees' addresses.

Further, the Organisation collects, for verification purposes, a copy of the individual's passport, VISA information and two forms of proof of address. The passport and proof of address are shredded on receipt of the Criminal Records Bureau Check. The VISA and/or work permit information are retained on file for a period of 7 years.

If Employees submit details which are extraneous to the Organisation's request (e.g., a bank statement with balance information or bank account number) the unnecessary information is blacked out.

Personnel files, wages/salary records (inc overtime, bonuses and expenses), redundancy details and calculations of payments will be retained for six years and details of statutory maternity pay records, certificates or other medical evidence, statutory sick pay records, certificates and self-certificates will be retained for three years after termination of an Employees employment.

The Organisation may also disclose Employee Personal Data to external recipients such as other entities of the group, agents, contractors and other third party data processors (such as payroll providers, accountants, funders and IT providers) where such third parties are retained to provide a service on the Organisation's behalf. Prior to the disclosure of Employee Personal Data to such parties, the Organisation will ensure that these parties are contractually obliged: (a) to adhere to this Policy; (b) not to disclose any Employee Personal Data without the Organisation's consent; (c) to use the Employee Personal Data only for the purpose of providing the service they have been retained to provide and in accordance with the Organisation's instructions; (d) not to retain the Employee Personal Data for longer than is necessary to fulfil these purposes; and (e) to implement adequate and appropriate security measures.

#### Criminal Records Bureau Disclosure

As part of the recruitment process, the Organisation makes a request for a CRB disclosure. From 20 January 2009 the new Independent Safeguarding Authority (created to help prevent unsuitable people from working with children and vulnerable adults) took over the responsibility of CRB checks from the Secretary of State for the making of barring decisions on new referrals under the Proceeds of Crime Act, Protection of Vulnerable Adults and List 99 schemes (these barring lists will be replaced by two new ISA barred lists). However, there is no change in the way the Organisation requests a check. Since 12 October 2009 it became a criminal offence for individuals barred by the ISA to work or apply to work with children or vulnerable adults in a wide range of posts - including most NHS jobs, Prison Service,

education and childcare. Note: Employers face criminal sanctions for knowingly employing a barred individual across a wider range of work.

If the Organisation wishes to employ a person who will be working with children or vulnerable adults then it must ensure that the individual is ISA-registered before the individual starts work. If an applicant is not ISA-registered, this could mean that they have not applied to the ISA or that they are on a barred list. In either case the Organisation must not hire them.

The CRB disclosure contains information relating to spent convictions, cautions, reprimands and final warnings held of police records and any other information on police records which are relevant to the position applied for, and now contains information on lists maintained by the ISA.<sup>1</sup>

An applicant is required to complete and sign a CRB disclosure form which permits the Organisation to disclose certain personal details to the CRB to obtain a CRB disclosure. Personal details disclosed are specified by the CRB but generally include the applicant's full name, address(es) for the previous five years, passport details, driving license details, date of birth, birth certificate, marriage certificate and P45 or P60 details. Once this information is received and processed by the CRB, it will provide a CRB disclosure to both the applicant and to the Organisation.

The Organisation retains the CRB Disclosure and photocopies of the CRB disclosure forms in the PARTICIPANT PROTECTION archive box and the information contained within the disclosure and forms are only seen by those that need the information to make recruitment decisions. CRB disclosures are not uploaded onto an electronic device. All CRB disclosures and CRB disclosure forms are destroyed once they are no longer required for the purpose of recruitment or the employment contract, i.e. where the Organisation must evidence that such checks have been performed to funders or other third parties.

#### Information Requested by Grant Providers

The Organisation only collects information pertaining to race, religion and disability if required by a grant provider. This information is aggregated and not retained in an identifiable form. In cases where this information is required, it will be collected, collated, presented in the appropriate evaluation paperwork to the grant provider and shredded internally once it is no longer required by the grant provider. The Organisation will retain a photocopy of the grant evaluation submission form which holds collated statistical information for evaluation purposes.

#### Ending or Extending our Relationship with Workshop Participants

When a project has completed, the Organisation requests parental consent to retain the Participant's address details for the Organisation's mailing list. Where the Parent provides such consent, the

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<sup>1</sup> Remember: The Rehabilitation of Offenders Act (ROA) 1974 applies to England, Scotland and Wales, and is aimed at helping people who have been convicted of a criminal offence and who have not re-offended since. Anyone who has been convicted of a criminal offence, and received a sentence of not more than 2.5 years in prison, benefits as a result of the Act, if he or she is not convicted again during a specified period otherwise known as the 'rehabilitation period'. The length of this period depends on the sentence given for the original offence and runs from the date of the conviction. If the person does not re-offend during this rehabilitation period, they become a 'rehabilitated person', and their conviction becomes 'spent'. For example, if a person receives a sentence of imprisonment or detention in a young offenders institute of between 6 months and 2.5 years, the rehabilitation period is 10 years, or 5 years if the individual was under 18 at the time of conviction. For an absolute discharge the rehabilitation period is six months. Sentences can carry fixed or variable rehabilitation periods and these periods can be extended if the person offends again during the rehabilitation period. However, if the sentence is more than 2.5 years in prison the conviction never becomes 'spent'. It is the sentence imposed by the courts that counts, even if it is a suspended sentence, not the time actually spent in prison. Once a conviction is 'spent', the convicted person does not have to reveal it or admit its existence in most circumstances. However, there are some exceptions relating to employment and these are listed in the Exceptions order to the ROA. The two main exceptions relate to working with children or working with the elderly or sick people. If a person wants to apply for a position that involves working with children or working with the elderly or sick people they are required to reveal all convictions, both spent and unspent.

Participant's details are added to the mailing list and where consent is denied, the Participant's details are shredded (for further details detailing the measures put in place to ensure the mailing list is kept secure, please see below).

#### Business Contacts, such as suppliers

The Organisation collects business contacts, such as suppliers and others who are interested in the Organisation's work. These are retained on a mailing list.

#### Donors' / Benefactors' Details

The Organisation also keeps donors' and funders' details for the purpose of acknowledgement and communications. No information relating to donors or benefactors is disclosed to third parties.

## **E Processing Information**

### **Security and Confidentiality**

The Act imposes stringent security obligations on the Organisation. The Organisation is obliged to take appropriate measures to safeguard against the unauthorised or unlawful processing of **Personal Data** and against accidental loss or destruction of, or damage to, **Personal Data**. In this respect, the Organisation has in place a number of administrative, physical and technical security measures including those set out below.

### **Information relating to current projects**

Personal information for current projects is stored securely in filing cabinets, which are kept locked within a locked office. There is 24-hour human security at the office building and two deadbolt locks on the front door of the office. The cabinet has a lock and the keys are kept in a metal locker overnight. Only two representatives have the keys to the metal locker. Records are kept about which member of staff has a copy of which key.

### **Permanent data**

Personal information held on a permanent basis is stored in a secure location, in a securely locked filing cabinet or on the main computer or portable devices managed by key personnel.

#### Information Stored on Computer / Archived onto CD

Personal information retained on the Organisation's computer, including but not limited to the mailing list and other lists (constituting databases), letters, and documents, is password protected. The Organisation ensures the accuracy of the data through quarterly updates. Any information downloaded onto a CD, for backup purposes, is marked "SENSITIVE," and the files containing the information are marked "SENSITIVE" in the Organisation's CD archive index. The CD Archive Index is password protected.

#### Mailing List and Other Databases

The Organisation stores mailing lists for the purposes of marketing and publicity on one computer terminal and various portable devices. The mailing lists are transferred onto a CD for back up purposes on a quarterly basis.

Personal data is not disclosed to anyone outside the Organisation unless the individual concerned has consented in writing to such disclosure during the data collection stage.

### **Destroying Information**

When required, documents containing personal information will be strip shredded internally. Computer records containing personal information will be deleted from the relevant files and the original files will be overwritten.

### **Third Parties**

In the event data processing is carried out by a third party on behalf of the Organisation, the third party will be expected to provide guarantees of security. The processing must be the subject of a written contract obliging the third party to act only on the Organisation's instructions and to comply with the same security requirements which apply to the Organisation.

### **Commercial Use or Direct Marketing**

The Organisation uses Personal Data for commercial and direct marketing purposes by sending free contact us cards and by collecting opt-in consents from individuals via the website. Direct marketing is sent in relation to specific campaigns. In addition, individuals can sign up for a newsletter which can be sent by post or email, as selected by the individual.

### **Removal of Data**

Personal data is not removed or transferred from the Organisation's premises (whether on computer media, in hard copy form, or otherwise) without documented authorisation from the Authorised Person.<sup>2</sup>

## **F Rights of Customers and Employees (“Data Subjects”)**

The Act gives considerable power to influence the actions of the Organisation in respect of the processing of their Personal Data. These rights are explained below.

### The Right to make a Data Subject Access Request

All Data Subjects are entitled to make a “subject access request”. This is a request to be informed whether or not their Personal Data are being processed by or on behalf of the Organisation and, if this is the case, to be given the following information:

1. a description of the Personal Data relating them;
2. the purposes for which the Personal Data are being or are to be processed; and
3. the identity of any third parties to whom the data are or may be disclosed.

In addition, the Data Subject is entitled to be given as much information as is available to the Organisation about the source of the data.

In some instances, the Organisation does not have to disclose information as set out above, even if this is requested by the Data Subject. This is because the Act allows restrictions on the disclosure of information in certain specified circumstances. For instance, there may be restrictions on the information which can be disclosed where this would involve disclosing information about someone other than the Data Subject, or during the course of an investigation.

Data subjects are asked to submit all subject access requests in writing. Information is not provided in response to oral/telephone requests. If appropriate, the Data Subject may be asked for reasonable proof of identity before a request for information is complied with. Data Subjects may make repeat requests only at reasonable intervals.

### **Other Rights of Data Subjects**

Subject to certain restrictions, Data Subjects also have the right to ask the Organisation:

1. to correct or erase incorrect or incomplete Personal Data relating to them;
2. to stop processing Personal Data relating to them if the processing is causing (or is likely to cause) substantial damage or distress to them or to someone else; and

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<sup>2</sup> November 2009 the Authorised Person is Clare Plaisted, Chairman.

3. not to use Personal Data relating to them for the purpose of direct marketing.

## **G Informing our Workshop Participants and Data Subjects**

This Data Protection Policy is available on request from the Guy Fox History Project office or via download from [www.guyfox.org.uk](http://www.guyfox.org.uk). Additionally, we have published a simple Participant-friendly privacy assurance for our Participants and their families.

### **Contact Addresses**

Guy Fox History Project Limited  
Unit LF.B2 The Leathermarket  
Weston Street  
London SE1 3HN  
020 7407 4785  
[www.guyfox.org.uk](http://www.guyfox.org.uk)

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow, Cheshire SK9 5AF  
Information line: 01625 545 745  
[www.dataprotection.gov.uk](http://www.dataprotection.gov.uk)

Annex A - Sample application form

[insert]

## Annex - Sample Participant waiver form

BIG BEN WORKSHOPS SPRING 2008

Art, Photo and Video Waiver for Guy Fox History Project Ltd



Parent or Carer's Name: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Address including Postcode: \_\_\_\_\_

I am aware that the child named above is participating in a workshop with the Guy Fox History Project Ltd and that during the workshop, he/she will produce original artwork and will be photographed / filmed to document the activities and progress of the workshop participants. I am also aware that Guy Fox History Project Ltd may wish to publish the artwork, photographs and video footage described above in local and national newspapers and magazines, on the Guy Fox History Project Ltd website, on [www.bigbenfacts.co.uk](http://www.bigbenfacts.co.uk), in the Guy Fox History Project Ltd annual report and in other media for publicity, fund raising and other purposes. Guy Fox History Project Ltd shall not be required to use any photographs / video footage of the child named above or artwork produced by him/her.

I give Guy Fox History Project Ltd permission to use the artwork, photographs and video footage described above and to alter or modify them as Guy Fox History Project Ltd sees fit. I cannot and will not revoke my permission and Guy Fox History Project Ltd shall not have to seek my permission in the future to use the artwork, photographs and video footage.

I agree that neither the child named above nor I shall be entitled to any compensation from Guy Fox History Project Ltd for use of the artwork, photographs or video footage. I also agree that I will not hold Guy Fox History Project Ltd or any party related to Guy Fox History Project Ltd responsible for any harm to any third party that could arise as a result of Guy Fox History Project's use of the artwork, photographs or video footage.

I confirm that I am the parent or legal guardian of the child named above and that I am able to sign this waiver in my own name and for him/her. I acknowledge that I have read or have had read to me and understand the contents of this waiver, and agree to be bound by it on behalf of myself and the child named above.

Parent or Carer's Signature: \_\_\_\_\_

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

## Annex - Sample Volunteer (employee) application form

Guy Fox History Project Ltd

Volunteer Application

Thank you for your interest in volunteering with the Guy Fox History Project. Please note: All Guy Fox History Project volunteers are required to have a background check and attend Child Protection Training prior to taking an active role within the organisation.

| Your Contact Details       |              |
|----------------------------|--------------|
| Full Name:                 |              |
| Preferred name / nickname: |              |
| Address:                   |              |
| City:                      | Postal Code: |

|   |  |   |
|---|--|---|
| <p>How long have you lived at this address?<br/> <i>If you have lived at this address for less than five (5) years, please list your previous addresses and dates of residence:</i></p>           |  |   |
| Telephone Number:   |  |   |
| Mobile Number:  |  |   |
| Email Address:  |  |   |
| <b>Your Work Details</b>  |  |   |
| <p>If you are currently unemployed, please give your most recent employer's details. If you are a student, please give your school's details.</p>   |  |   |
| Current Employer:   |  | <input type="checkbox"/> Unemployed<br><input type="checkbox"/> Student |
| Employer's Address:   |  |   |
| City:   | Postal Code:                           |   |
| Telephone Number:   |  |   |
| Supervisor's Name:  |  |   |
| Your Position / Title:  | How long have you worked in this role? |   |
| What does / did your work entail?   |  |   |
| <b>Your Background:</b>   |  |   |
| <p>Can you please tell us a bit about yourself, your education, work experience, hobbies and interests? Do you have any special interests or abilities that are relevant to your application?</p> |  |   |
| <b>Your Interest in the Guy Fox History Project:</b>  |  |   |
| What type of volunteer work interests you? <i>(Please tick all that apply)</i>  |  |   |
| <b>Administration</b>   | <b>Design</b>                          | <b>Development</b>  |

|   |   |   |
|---|---|---|
| <input type="checkbox"/> Office Work<br><input type="checkbox"/> Word Processing<br><input type="checkbox"/> Database management<br><input type="checkbox"/> Filing<br><input type="checkbox"/> Bookkeeping<br><input type="checkbox"/> Recordkeeping<br><input type="checkbox"/> Archives management<br><input type="checkbox"/> Financial audit | <input type="checkbox"/> Historical Research<br><input type="checkbox"/> Writing<br><input type="checkbox"/> Illustration<br><input type="checkbox"/> Publication Design<br><input type="checkbox"/> Proofreading<br><input type="checkbox"/> Website Development | <input type="checkbox"/> Grants Research<br><input type="checkbox"/> Grant Writing<br><input type="checkbox"/> Project Development<br><input type="checkbox"/> Project Evaluation<br><input type="checkbox"/> Fundraising<br><input type="checkbox"/> Events<br><input type="checkbox"/> Public Relations |
| <b>Workshops</b>  | <b>Other</b>  |   |
| <input type="checkbox"/> Participant recruiting<br><input type="checkbox"/> Set-up / Break-down<br><input type="checkbox"/> Workshop assistant  | Please describe your interests:   |   |
| Why do you want to volunteer with the Guy Fox History Project? What benefit will <u>you</u> receive from your involvement in our work?  |   |   |
| <b>Your References:</b>   |   |   |
| <i>Please supply the names of two referees, who can speak to us about you.</i>  |   |   |
| <b>Referee 1:</b><br>Name:<br><br>Address:<br><br><br>County:<br>Postal Code:<br><br>Phone Number:<br>Email:<br><br>Relationship to you:  | <b>Referee 2:</b><br>Name:<br><br>Address:<br><br><br>County:<br>Postal Code:<br><br>Phone Number:<br>Email:<br><br>Relationship to you:  |   |

**Identification:**

**For purposes of identification, can you please provide the following:**

Your National Insurance Number:

- Proof of identification with your photograph (photocopy of passport, driving licence, etc).
- Proof of current address (photocopy of utility bill, payslip, bank statement, etc).

*We perform a Criminal Records Bureau (CRB) check on all volunteers and staff. The CRB check takes six to eight weeks to process. Once we receive your application, we will contact you for a meeting to complete the paperwork for your CRB check.*

**Your Signature**

Signature:

Today's date:

Please post this application to:

**Guy Fox History Project Ltd  
Unit LF.B4, The Leathermarket  
Weston Street  
London SE1 3HN**

**Email: [info@guyfox.org.uk](mailto:info@guyfox.org.uk)**