



## ADDITIONAL INFORMATION

**DIVERSITY** The following questions are optional but we would invite and encourage you to help us monitor the diversity of our membership and to ensure equality of opportunity by providing the following information. Any information you do provide will be kept confidential.

(Please tick appropriate boxes)

**What do you regard as your ethnic origin?**

- Asian - Other    Bangladeshi    Black - African    Black - Caribbean    Black - Other    Chinese    Indian    Pakistani  
 White & Asian    White & Black Caribbean    White & Black African    White - British    White - Irish    White - Other  
 Other mixed background    Other    Prefer not to say

**Do you consider yourself to have a disability?**    Yes    No

**What is your religion?**

- Buddhist    Christian    Hindu    Jewish    Muslim    No Religion    Other    Sikh    Prefer not to say

**What is your sexual orientation?**    Bisexual    Gay    Heterosexual    Lesbian    Prefer not to say

### How We Use Your Personal Data

We process the personal information of members and former members which is necessary to carry out the legitimate activities of a trade union. This includes providing services relevant to membership and to fulfil our legal obligations under trade union legislation.

Your personal information will be used for a range of Union activities including: the maintenance of records to determine your membership class and subscription rate; the collection of subscriptions; to support you with employment issues and disputes including keeping notes and documents relevant to advice we have given; to support you with other issues such as injury claims; to send you communications about the Union and our services and benefits; to conduct ballots and elections; monitoring for diversity and equality purposes.

All information (updated as appropriate) will be kept throughout your membership.

If you end your membership, we will hold your information for a reasonable period after you leave (normally six years). We keep your information in case you wish to query an element of your membership or you wish to re-join NGSU or to access any post-membership benefits.

Ordinarily, your personal information will only be available to NGSU employees. However, where necessary to assist members in specific cases, relevant extracts of that information may be shared with accredited Disciplinary Officers or elected Officials and Representatives.

### Sharing Your Personal Information with other Organisations

If you choose to pay your NGSU subscriptions by payroll deduction we will need to disclose your membership and employee number to Nationwide and share appropriate data for the purposes of collecting your subscriptions. If you ask us to provide individual representation services we may discuss details of your circumstances with relevant Nationwide employees, subject to your consent.

We will share your name and address with other organisations to assist with the provision of membership services, for example, to send you our member magazine and to conduct an election or ballot in accordance with our statutory obligations. If we are supporting you in respect of an employment dispute and we determine the need to obtain legal advice, we will, with your consent, share your personal information with our appointed solicitors, for the purposes of obtaining advice and, where appropriate, representation relevant to the dispute.

NGSU does not provide or sell membership data to other companies for marketing purposes and third parties will not normally be allowed to contact you directly for marketing purposes. We do not transfer data to third countries or international organisations.

Some union benefits require members to register separately with a third party to access the benefit. If you choose to register directly with a third party, they will be the Data Controller for purposes of processing any data you provide to them.

### Your Rights

You have the right to request: a copy of the personal information we hold about you; a correction of your personal information; to have personal information erased if the information is no longer relevant to the purposes for which we have collected it; to transfer data to another organisation (data portability). We will deal with any requests in accordance with the requirements and timescales set out in GDPR.

### More Information and Contact

You can read our full Privacy Statement on our website at [www.ngsu.org.uk](http://www.ngsu.org.uk).

If you have any questions about the personal information we hold or wish to exercise any of your rights outlined above, please send your request to: The Data Protection Officer, NGSU, Middleton Farmhouse, 37 Main Road, Middleton Cheney, Banbury OX17 2QT.

## Contact us

### Nationwide Group Staff Union

Middleton Farmhouse  
37 Main Road  
Middleton Cheney  
Banbury  
Oxfordshire OX17 2QT

**T: 01295 710767**

**E: [ngsu@ngsu.org.uk](mailto:ngsu@ngsu.org.uk)**

## Come and meet us

We have offices in these  
Nationwide Administration Centres:

- **Bournemouth Administration Centre:**  
3rd Floor North
- **Caledonia House:** Ground Floor West
- **Nationwide House Swindon:**  
Lifestyle Haven LG (near the gym)
- **Northampton Administration Centre:**  
1st Floor South
- **Optimus Swindon:**  
Ground Floor South (rear)