

MEMBERSHIP APPLICATION

EMPLOYEE NUMBER	DATE OF BIRTH	GENDER	IF 'OTHER', PLEASE SPECIFY	DATE JOINED NATIONWIDE
TITLE	FORENAME(S)	SURNAME		
HOME ADDRESS				POSTCODE
HOME EMAIL ADDRESS		WORK EMAIL ADDRESS		MEMBERSHIP CLASS (PLEASE TICK ONE)
HOME TELEPHONE NUMBER		MOBILE TELEPHONE NUMBER		
WORK TELEPHONE NUMBER		PREFIX/COST CODE & BRANCH/DEPARTMENT		☐ Full-time
				☐ Part-time (16 hours & over)
				☐ Short-time (less than 16 hours)
INTRODUCED TO NGSU BY				☐ Maternity ☐ Pensioner
Staff Number / Name:				☐ Temporary ☐ Contractor ☐ Associate

MONTHLY SUBSCRIPTION DRAW: Please state number of chances & tick agreement box

I wish to apply for £ chances in the Monthly Subscription Draw
Each chance costs £1 (maximum 10 chances - £10)

☐ I agree to be bound by the monthly subscription draw rules and understand that the names of winners will be published by the Union. The draw rules are available at <https://ngsu.org.uk>.

Draw subscriptions will be paid by the same method as your Union subscriptions.

PAYMENT METHOD: Please tick your chosen method of payment

- ☐ **Salary Deduction** I agree that subscriptions will be paid by salary deduction and consent for NGSU to disclose my membership to Nationwide and share information necessary for the collection of payment. This payment method is only available to Nationwide employees.
- ☐ **Direct Debit** Please complete the instruction to your bank/building society below. Associates, Pensioners, Temps and Contractors must pay by Direct Debit.

DECLARATION: Please sign to confirm your agreement and consent

Membership: I apply for membership of NGSU and agree to abide by the Union's rules and to pay the appropriate subscription rate for the duration of my membership. I understand I may obtain a copy of the rules from the Union's office or <https://ngsu.org.uk>.

Personal Information: I understand that you will use the information I have provided for the purpose of Union activities, determining my membership class, provision of services and to fulfil statutory obligations.

More information about how we process personal information and your rights is available at <https://ngsu.org.uk>.

If you would like more information about membership, please contact us at NGSU, Unit 3, Upton Lodge Buildings, Astrop Road, Middleton Cheney, Banbury OX17 2PJ.

COMMUNICATIONS & MARKETING: Please tick to agree to receive Union communications

From time to time we would like to send you details of benefits and discount schemes. This may be as part of our normal member communications, including newsletters and member magazine, which will also include articles about Union activity, or as separate communications. We may include information on behalf of other organisations who are our approved partners but we will not share or sell your personal information to other organisations for direct marketing purposes. Our newsletters and magazine are available in digital format on our website <https://ngsu.org.uk>.

We will always send you information necessary to meet our statutory obligations, for example, to conduct ballots and elections.

I agree to receive NGSU communications which include marketing material:

- ☐ by post ☐ by email

Instruction to your bank or building society to pay by direct debit

Please fill in the whole form using a ball point pen and send to:

NATIONWIDE GROUP STAFF UNION

Unit 3, Upton Lodge Buildings, Astrop Road, Middleton Cheney, Banbury, Oxon OX17 2PJ

Name and full postal address of your Bank or Building Society

Bank/Building Society

To: The Manager

Postcode

Name(s) of account holder(s)

Bank / building society account number

Branch sort code

Service User Number

Reference

Instruction to your Bank or Building Society

Please pay Nationwide Group Staff Union Direct Debits from the account detailed in this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with Nationwide Group Staff Union and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)

Date

Banks and building societies may not accept Direct Debit Instructions for some types of account.

THE DIRECT DEBIT GUARANTEE

THIS GUARANTEE SHOULD BE DETACHED AND RETAINED BY THE PAYER.

- This Guarantee is offered by all Banks and Building Societies that accept instructions to pay Direct Debits.
- If there are any changes to the amount, date or frequency of your Direct Debit Nationwide Group Staff Union will notify you ten working days in advance of your account being debited or as otherwise agreed. If you request Nationwide Group Staff Union

to collect a payment, confirmation of the amount and date will be given to you at the time of the request.

- If an error is made in the payment of your Direct Debit, by Nationwide Group Staff Union or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society. If you receive a refund

you are not entitled to, you must pay it back when Nationwide Group Staff Union asks you to.

- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.



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.

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 <https://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
Nationwide Group Staff Union
Middleton Farmhouse
37 Main Road
Middleton Cheney
Banbury
OX17 2QT

Contact us

Nationwide Group Staff Union

Unit 3, Upton Lodge Buildings
Astrop Road
Middleton Cheney
Banbury
Oxfordshire
OX17 2PJ

T: 01295 710767
E: ngsu@ngsu.org.uk

Come and meet us

We have offices in these Nationwide Administrative Centres:

- **Bournemouth Administration Centre:**
3rd Floor North
- **Caledonia House:**
Ground Floor West
- **Nationwide House Swindon:**
Lifestyle Haven LG (near the gym)
- **Northampton Administration Centre:**
2nd Floor North



ngsu.org.uk

01295 710767

ngsu@ngsu.org.uk