

This return is issued to branches in accordance with the requirements of the NEC scheme for honoraria payments issued in December 2009.

The return is in two parts:

- **part one** is to be completed by the branch
- **part two** is multi-part to be completed for each officer.

We recommend that you email your return on a downloaded form to s.loizou@unison.co.uk to whom you may also email any questions about completing the return.

Full details of the honoraria scheme, including downloadable forms, are available at:

unison.org.uk/activists/branchresources.asp in section headed 'Honorariums and expenses'.

Completed returns can also be posted to:

UNISON Finance Department
Honoraria 2009
1 Mabledon Place
London
WC1H 9AJ

If your branch has already paid honoraria for 2009 you must still complete this return as UNISON is required to include these in the return it makes to HM Revenue & Customs.

Privacy and data protection

Privacy policy

UNISON is committed to safeguarding the privacy of our members; this policy sets out how we will treat any personal information you give to us.

The policy reflects our duties under the Data Protection Act to use information fairly, keep it secure, make sure it is accurate and keep it up to date. Please read the following policy to understand how your personal information will be treated.

Information we collect

We will collect and store information which you give to us via email, or postal mail.

How we may use your information

We will only use the data for the purposes for which it was collected. We will use your personal information to ensure we have the most up to date and accurate information, and to deal with enquiries and complaints made by you relating to honoraria.

Sharing of information

UNISON will not disclose any of your personally identifiable information to any third party unless we have your permission, or under special circumstances, such as when we believe in good faith that the law requires it.

We will not transfer any information outside of the United Kingdom

Our security

We will store your data electronically, and UNISON uses industry standard efforts to safeguard the confidentiality of your personally identifiable information, such as firewalls and SSL (secure socket layers). We make every effort to protect the loss, misuse and alteration of information under our control. We also do everything in our power to protect your information off-line and only authorised personnel can view your data.

Updating membership records online

You can change your member details, and unsubscribe from email updates at: unison.org.uk/help/index.asp

Accessing, correcting or deleting your data

At your request we will give you all details of personal information held by UNISON, once your identity has been established and a processing fee of £10 has been received. Incorrect information will be deleted or amended promptly.

We can only accept these requests if sent by email, fax or letter, after which we will take further steps to confirm identity before releasing data. We will provide information related to these requests within 40 calendar days of confirmation of identity and fee receipt. If exceptional circumstances mean that we may take longer to provide you with your information, we will let you know.

Requests for access should be forwarded to:

Karen Dove, Head of Customer Support and Quality
 The Data Protection Officer, UNISON, 1 Mabledon Place, London WC1H 9AJ
 020 7551 1422 / email: k.dove@unison.co.uk

