

Application for assistance for members through UNISON's conveyancing and wills service.

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This information will be used to ensure that you are eligible for support; and for general statistical purposes.

Section 1. Member's details

This section is to be completed fully by the Branch Secretary.

The form will not be processed if this section is not fully completed.

Name of member

UNISON membership number

Branch Secretary's name

Branch name

Branch number

Date of member joining UNISON

I confirm that the above named person has been a fully paid-up member of UNISON for at least 4 weeks (the Branch Secretary's signature is confirmation that the member is entitled to legal assistance).

Branch Secretary's signature

Date

Section 2. To be completed by member

Address

Postcode

Telephone number

Email contact

.....
This information will be used by our lawyers to contact you and will be kept by our lawyers in accordance with their retention policy/privacy statement.

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Please note that we recommend you send the form to the address given by registered post.

Declarations

I wish to apply for assistance with: Conveyancing Wills

I confirm there is no solicitor acting for me

Signature of member Date

Return form to:

**For England Wales and Northern Ireland, please return the completed form to
BBH Legal Services Ltd, Eastham Hall, Eastham Village, Wirral, Cheshire, CH62 0AF.**

**For Scotland, please return the completed form to
Thompsons Solicitors, Berkeley House, 285 Bath Street, Glasgow G2 4HQ.**

How we use your information

At UNISON, we are committed to keeping your data secure and to never using it in ways you would not expect.

UNISON is the data controller for the information you provide on this form. We use this data to assess if you are eligible for support and to provide this support.

We may also use your information to pursue our legitimate interests as a trade union, such as updating your details on our database or commenting on Employment Tribunal judgements.

We may share the information on this form with our solicitors, an Employment Tribunal, or court.

We don't routinely transfer your data outside of the UK. However, where it is necessary, we ensure appropriate data protection measures (as applicable under UK law) are in place.

We retain your data in accordance with UNISON's data retention policy and delete it when it is no longer required.

Where you have given consent for UNISON to process your data, you may withdraw it at any time by contacting us.

You have rights as a data subject. These rights include: subject access; erasure; rectification; the right to restrict or object to processing; the right to data portability; and the right to complain to the Information Commissioner's Office (ICO). UNISON is fully committed to upholding these rights. If you believe we have not done so, please get in touch so that we can put things right.

For further information on how we will use your personal data, go to:

unison.org.uk/privacy-policy

Email: **dataprotection@unison.co.uk**

Write to: **Data Protection Officer,
UNISON, UNISON Centre, 130 Euston Road,
London, NW1 2AY.**