

Legal assistance for members who are defending criminal allegations arising out of their employment. Also use this form for legal assistance for members who are required to attend an inquest arising out of their employment.

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 was a fully paid-up member of UNISON for at least 4 weeks before the incident (the Branch Secretary's signature is confirmation that the member is entitled to access legal assistance).

Branch Secretary's signature

Date

This information will be used to contact you; to update your membership record; and for general statistical purposes. It will be kept by our lawyers in accordance with their retention policy/privacy statement.

## Section 2. To be completed by member

Address

Postcode

Telephone number

Email contact

Name of employer

Address of employer

Postcode

This information will be used to give our lawyers background on your case; and to allow them to assess how best to support you.

Section 3. Case details

Date the alleged offence took place

Place where incident happened

Describe exactly what took place

Lined area for describing the incident.

**Section 4. Your employer**

If the incident has been reported to your employer have you been:

Dismissed? Yes  No  Date

Suspended? Yes  No  Date

Has there been/will there be a disciplinary hearing?

Yes  No  Date

This information will be used to give our lawyers background on your case; and to allow them to assess how best to support you.

**Section 5. The police**

If the police are involved please give date of involvement

Name(s) of police officer(s)

.....  
.....  
.....  
.....

Name and address of police station

.....  
.....  
.....

Postcode

Any date given to you for reporting to them?

**Section 6. Court hearing etc**

Have you been notified of any court hearing/inquest/fatal accident inquiry? \*Yes  No

Date of hearing

Place of hearing

.....  
.....

\*If YES, please enclose copies (**not originals**) of any court document

This information will be used to check if there is any conflict in our lawyers acting on your behalf.

**Section 7. Vital name(s)**

Has anybody else been charged, accused or subjected to questioning with you? Yes  No

If yes please give their names below:

.....  
.....  
.....

This section sets out UNISON's terms of assistance; and asks that you confirm the information on this form is correct

### Declarations

1. I confirm that there is no solicitor acting for me.
2. The information given in this form is true and I understand that assistance may be withdrawn if I do not follow the advice of appointed solicitors, or if in the view of the National Executive Council continuance of support is unreasonable, or if I cease to pay union subscriptions, or if I give false and misleading information.

***If you do not hear from UNISON Legal Services/or the UNISON's solicitors within one week of returning this form you should contact UNISON Legal Services on 020 7121 5451 or 020 7121 5344.***

Signature of member.....

Date

**Please return this completed form by e-mail to UNISON Legal:  
[unisonlegal@unison.co.uk](mailto:unisonlegal@unison.co.uk)**

### 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](https://unison.org.uk/privacy-policy)

Email: [dataprotection@unison.co.uk](mailto:dataprotection@unison.co.uk)

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