





**Use of personal information**

When you join UCU, you provide personal information about yourself including, of course, some which is legally regarded as 'sensitive' (such as trade union membership itself), and authorise us to process this data in accordance with UCU rule 6.3.

UCU takes the privacy and protection of your information very seriously, and we hold it on both computerised and manual records with, as you would expect, a high level of security. This formal statement, required by data protection legislation, tells you about the purposes for which we process the information we hold about you.

The information enables the union nationally and locally to develop and provide a wide range of union-based activities related to UCU's work, including: the maintenance of membership records; implementing the union's policies; negotiation and representation; assisting with employment disputes; the union's internal democracy, including elections and ballots; group insurance claims; individual members' casework and injury claims; education, training and professional development; the statistical profiling of sensitive data; and other benefits for members, dependents and supporters and as covered in our 'notification' to the Information Commissioner, as required under the terms of the Data Protection Act 1998.

The data is also used for communications with members, including sending you publications such as the union's magazine, *UC*. As these may contain commercial advertising, you have the right to refuse to receive them by ticking this box:

**Please note that doing so could mean that you will not receive important information about UCU's activities and policies reported in *UC* and other publications.**

From time to time, we may also wish to make the information available to other organisations, including agents, contractors and other service providers, for casework and for analysis and/or marketing purposes, so that we can negotiate better terms on a wider range of additional services and benefits, and make these available to members. These include: credit cards; car purchase and personal

loans; banking facilities; personal accident, personal property, household, motor, general and other insurances; hospitalisation benefits; travel club facilities and travel insurance; fixed price conveyancing; and other products that may be negotiated for use by UCU members.

We never sell membership lists to any outside organisation; and when your data is made available to other organisations for the very specific purposes set out above, they are contractually obliged to store and process it securely and confidentially, under our strict instructions, and to ensure that it is deleted or returned to us after their use of it is completed. However, if you do not wish your details to be released to these organisations, please tick this box:

**Please note that ticking this box could mean that you will miss out on potentially valuable information about the services and benefits that UCU offers its members.**

**Ethnic origin, religion, disability, sexual orientation and gender identity**

It is not a condition of membership that you provide information about your ethnic origin, religion, any disability that you may have, your sexual orientation or your gender identity. Information that you do provide in these categories remains confidential to UCU and is never divulged to outside organisations. It helps us to monitor recruitment, recognise members' specific needs and pursue appropriate policies. We may send you specific information in the light of the answers that you provide.

**Your right to see the data we hold**

Under the Data Protection Act 1998, you have the right to ask for a copy of the information we hold about you (there is an administrative charge for each request), and to request correction of any incorrect information.

Please note that to ensure we follow your instructions correctly and to help us improve the services we offer through staff training, communications may be monitored or recorded.