



# Instruction to your Bank or Building Society to pay by Direct Debit



Please fill in the form and send to: FREEPOST PROSPECT MEMBERSHIP

**Name and full postal address of your bank or building society**

To: The Manager	Bank/building society
Address	
Postcode	

**Service user number**

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**Reference**

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**Instruction to your bank or building society**

Please pay Prospect 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 Prospect and, if so, details will be passed electronically to my Bank/Building Society.

**Name(s) of account holder(s)**

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**Branch sort code**

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**Bank/building society account number**

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**Signature(s)**

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**Date**

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

## Data protection notice

All your personal information will be held by Prospect and treated as confidential, with appropriate security. By joining Prospect, you agree to our processing this information, including sensitive personal information such as trade union membership, for the following purposes.

It will be used for a range of union-based activities related to the running of Prospect, including the maintenance of records, assisting with injury claims, ballots, personal cases, collective bargaining, promoting equal opportunities etc and other benefits for members as required in our 'notification' to the Information Commissioner under the terms of the Data Protection Act 1998. For individuals enquiring about membership, or previous members, the information will be held for a reasonable period for the above purposes.

It will be available to our employees and approved representatives at headquarters and regional offices and other organisations associated with Prospect, including service providers. Where, occasionally, Prospect uses the services of such organisations, they are contractually obliged to process your data in a secure and confidential manner under our strict instructions.

From time to time, we may wish to use the information for analysis or marketing purposes. This may benefit you as Prospect can use members' collective strength to negotiate attractive terms for the provision of additional member benefits (such as holidays, insurance etc.) and to contact you with details of those of particular interest. If you do not wish to be contacted in this way, please indicate by ticking the box on the form (left). Please understand that this will preclude you from receiving details of any of these benefits and offers in future. If you are not sure,

you can always notify us of your opt-out at a later date.

Under the Data Protection Act 1998, you also have the right to ask for a copy of your information (for which we make a small charge) and to request correction of any incorrect information held. Please write to the Prospect membership department at the address below.

Please note that, in order to make sure we follow your instructions correctly and to improve our service to you through staff training, we may monitor or record communications.

This statement complies with the provisions of the Data Protection Act 1998.

If you require further information you can:

- write to: FREEPOST PROSPECT MEMBERSHIP
- call us on 0300 600 1878
- email us at: membership@prospect.org.uk