

# MEMBERSHIP APPLICATION FORM

## Permanent/Temporary/Substitute

**Office Use Only:**

Membership Number \_\_\_\_\_ Branch \_\_\_\_\_  
Deductions Commence \_\_\_\_\_ Acknowledged \_\_\_\_\_

Teacher Reference Number: \_\_\_\_\_

(Please circle): Mr / Miss / Mrs / Ms

First Name: \_\_\_\_\_ Surname: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Home Phone No: \_\_\_\_\_ Mobile No: \_\_\_\_\_

Email: \_\_\_\_\_

Home Address:

\_\_\_\_\_  
Postcode: \_\_\_\_\_

College of Education Attended: \_\_\_\_\_

Teaching Qualification/s Obtained: \_\_\_\_\_

Year Qualified: \_\_\_\_\_ School Name: \_\_\_\_\_

School Address:

\_\_\_\_\_  
Postcode: \_\_\_\_\_

School Reference Number: \_\_\_\_\_ Year of First Appointment by DE: \_\_\_\_\_

Have you previously been a member of INTO? (Please circle) Yes No

Are you paid directly by the Department of Education? Yes No

**If not paid directly by the Department of Education (or Education Authority) please contact Northern Office.**

**Please circle:** Assistant Teacher Vice-Principal Principal

**Please circle:** Permanent Temporary (year or more) Substitute NQT

*I confirm that the above details are correct and I wish to join the Irish National Teachers' Organisation subject to the Rules of the Organisation. I hereby undertake, if accepted as a member, to abide loyally by the Rules of the Organisation and to use my best endeavours to promote its objectives and interests.*

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### VOLUNTARY DEDUCTION AT SOURCE MANDATE

In accordance with the Trade Union and Labour Relations (NI) Order 1995, I authorise you to deduct from my salary, until further notice, the appropriate subscriptions to be paid to the Irish National Teachers' Organisation.

- The deduction at source (DAS) facility is being made available solely as a matter of convenience to me;
- Beyond paying the sums deducted to INTO the Department of Education/other education employer accepts no responsibility of any kind in the matter;
- The deduction is to commence as soon as possible and to continue until and unless I serve further written notice to INTO;
- The INTO has the right to alter the amount of this deduction in line with agreed amendments in the rate of subscription;
- Any arrangements for refund of deductions or collection of arrears are to be made directly with the INTO and that the Department of Education/other education employer will not be responsible for such matters;
- It is my own responsibility to ensure the correct deduction is made from my salary and to notify INTO if I wish to amend or cancel the deduction from my salary;
- There may be a delay in commencing or ceasing my deduction due to payroll scheduling and the fact that amendments to mandates are submitted to the Department of Education/other education employer on a monthly basis;
- I will correspond directly with INTO in relation to the deduction from my salary;
- It is a matter for the INTO to advise me of the withdrawal of the DAS facility and to contact me to make alternative arrangements for the collection of any monies due. I understand that the Department of Education/other education employer shall have no responsibility of any kind where policies of any nature lapse due to the withdrawal of a DAS facility.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### INTO DATA PRIVACY POLICY

We refer you to the INTO Data Privacy Policy ("**Privacy Policy**"). This Privacy Policy explains how the INTO processes personal data in accordance with the Data Protections Acts 1988-2018 and the General Data Protection Regulation ("**Data Protection Law**"). This Privacy Policy may be amended and updated from time to time and can be accessed on the INTO website at [www.into.ie](http://www.into.ie).

### Consent

Personal data revealing an individual as a member of a trade union is a "special category" of personal data under Data Protection Law. In order for us to complete your INTO membership application and to act as your trade union representative in accordance with our Privacy Policy, we require you to provide your explicit consent, to the following processing, **by ticking the box provided:**

☐ **I agree the INTO may (please tick the box if you consent):** disclose my trade union membership and share my personal details (completed on Page 1) with the Department of Education/other education employer so my membership subscription can be deducted from my salary and paid by the Department of Education/other education employer directly to the INTO.

**If you do not agree to the above INTO is unable to process your membership subscriptions as a deduction from salary. Please contact Northern Office.**

I hereby consent to the INTO processing the special category of personal data as indicated above. I fully understand that I am consenting to the INTO disclosing to the Department of Education/other education employer that I am a member of INTO.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

You may withdraw your consent at any time by contacting the INTO Data Protection Officer by writing to INTO Data Protection Officer, 35 Parnell Square, Dublin 1 or by emailing [dpo@into.ie](mailto:dpo@into.ie)

### Opt-out

We would like to be able to contact you by email and text about INTO member newsletters and services. If you do **not** wish to be contacted by INTO please **opt out by ticking the boxes provided:**

**I do not wish to be contacted about INTO member newsletters and services by (please tick the relevant box if you do not wish to be contacted using this method):**

☐ 1. Text ☐ 2. Email

**Please return completed forms to: INTO, 23-24 College Gardens, Belfast BT9 6BS**

**Phone/Teil:** 028 9038 1455 **Fax/Facs:** 028 9066 2803 **Email/Rphost:** [infoni@into.ie](mailto:infoni@into.ie) **Web/Greasán:** [www.into.ie/NI](http://www.into.ie/NI) **Twitter/Tvuíteáil:** @INTO\_NI

**Please return completed forms to: INTO, 23-24 College Gardens, Belfast BT9 6BS**

**Phone/Teil:** 028 9038 1455 **Fax/Facs:** 028 9066 2803 **Email/Rphost:** [infoni@into.ie](mailto:infoni@into.ie) **Web/Greasán:** [www.into.ie/NI](http://www.into.ie/NI) **Twitter/Tvuíteáil:** @INTO\_NI