



# DEDUCTION AT SOURCE AUTHORISATION FORM

Teachers' Union of Ireland / Aontas Múinteoirí Éireann

73 Orwell Road, Rathgar, Dublin 6, D06 YP89. T: 01 492 2588 E: tui@tui.ie W: www.tui.ie

Answers are required to all questions in order to process your deduction:

## Personal Details

Please circle: Mr / Miss / Mrs / Ms / Mx      Surname in English: \_\_\_\_\_ Surname in Irish: \_\_\_\_\_

Previous surname(s) (if any): \_\_\_\_\_ First Name(s): \_\_\_\_\_

Home Address: \_\_\_\_\_

School / Centre / Institute / Technological University (name and address/department): \_\_\_\_\_

TUI Branch: \_\_\_\_\_

Grade (e.g. Teacher, Youthreach Resource Person, Lecturer etc.): \_\_\_\_\_

Is your post...      **Permanent/CID:** Full hours/whole-time?  Fewer than full hours?\*       \*If on fewer than full hours, please indicate the number

**Non-Permanent:** Full hours?  Fewer than full hours?\*       of regular weekly timetabled hours.

**Job-share?**

## Deductions

**Payroll Number (or Staff Number for Third Level) - as it appears on your payslip:** \_\_\_\_\_

*Deduction at source cannot be processed without payroll number. Please ensure this number is correct. Incorrect numbers can lead to delays in processing this request.*

### Authorisation

I hereby authorise the payroll department of (please tick one option only and fill in the details):

- Education and Training Board – please state the ETB \_\_\_\_\_
- Institute of Technology/Technological University – please state the IoT/TU \_\_\_\_\_
- The Department of Education

To make a deduction from each salary cycle of the union subscription appropriate to my employment at any time and pay this amount to the TUI on my behalf. I understand and agree that:

- The deduction at source facility is being made available solely as a matter of convenience to me.
- Beyond paying the sums deducted to the Teachers' Union of Ireland, the 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 the Teachers' Union of Ireland.
- The Teachers' Union of Ireland 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 Teachers' Union of Ireland and that the 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 the Teachers' Union of Ireland 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 employer on a monthly basis.
- I will correspond directly with the Teachers' Union of Ireland in relation to the deduction from my salary or the product that I am availing of.
- The TUI will advise the Department of Education/ETB/IoT/TU in a timely manner of all corrections made to your personal data in relation to the processing of the Deduction at Source request only.
- It is my responsibility to inform the TUI of any change to my employment status.

The amount of the subscription is determined by TUI Annual Congress.

N.B.: The Department of Education and/or ESBS do not accept DAS forms and have requested that the TUI hold the original form on behalf of the member.

### TUI Data Privacy Policy

The TUI's Data Privacy Statement is available on our website, www.tui.ie. The statement explains how and why the TUI processes personal data in accordance with the General Data Protection Regulation (GDPR). TUI will process your personal data for the legitimate work of the union. TUI will provide you with access to your personal data upon valid request. TUI is committed to protecting your personal data by having secure storage facilities, authorised access, retention and deletion and breach control measures and by maintaining accuracy.

### Consent

Under GDPR, data relating to membership of a trade union is classified as 'personal data'. In order for the TUI to process your deduction at source request, TUI requires your explicit consent. Please indicate your consent by reading the following statement and signing below:

I consent to the TUI disclosing my details to the payroll section of an employer for deduction at source of union subscriptions. I fully understand that this allows the TUI to disclose to the payroll section of my employer that I am a member of (or applying to become a member of) the TUI.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

You may withdraw consent at any time by writing to the TUI Data Protection Officer:  
TUI Data Protection Officer, 73 Orwell Road, Rathgar, Dublin 6 DO6 YP89 or by emailing dpo@tui.ie.

**OFFICIAL  
USE ONLY**

New Member:  Existing Member:

Number: \_\_\_\_\_

Area: \_\_\_\_\_

Branch: \_\_\_\_\_