DEDUCTION AT SOURCE AUTHORISATION FORM

Teachers' Union of Ireland / Aontas Múinteoirí Éireann
73 Orwell Road, Rathgar, Dublin, 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 (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 and Skills

To make a deduction from each salary cycle 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/pension and to notify the Teachers' Union of Ireland if I wish to amend or cancel the deduction from my salary/pension.
- 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 pension/salary or the product that I am availing of.
- That the TUI will advise the Department of Education and Skills/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 Annual Congress.
N.B.: With effect from July 2006 the Department of Education and Skills does not accept DAS forms and has requested that the TUI hold the original forms on behalf of 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 commitment to protecting your personal data by having; secure storage facilities, authorised access, maintaining accuracy, retention and deletion and breach control measures.

Consent
Under GDPR, personal 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 require 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 contacting the TUI Data Protection Officer by writing to:
TUI Data Protection Officer, 73 Orwell Road, Rathgar, Dublin 6 D06 YP89 or by emailing dpo@tui.ie.