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| **Membership No.:**  ***(To be filled in by Member of Staff)*** | |  |
| **Title:** |  | **Forename(s):** |  | **Surname(s):** |  | |
| **National Insurance No:** | | |  | **Date of Birth:** |  | |
| **Address:** | |  | | **Post Code:** |  | |
| **Telephone No.:** | | |  | **Mobile No.:** |  | |
| I hereby apply for membership of and agree to abide by the rules of the Penilee Credit Union Limited and declare that the information given by me on this form is true and correct to the best of my knowledge. | | | | | | |
| **Applicants Signature:** | | |  | **Date:** |  | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Proof of ID: *(2 separate forms of ID must be provided to process application form)*** | | | | | | | |
| **Passport:** |  | **Driving Licence:** |  | **Utility Bill:** |  | **Scottish Entitlement Card:** |  |

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| **I HAVE READ THE FINANCIAL SERVICES COMPENSATION SCHEME INFORMATION SHEET** |  |
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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Designation of Beneficiary Form – Must Be Completed** | | | | | | | |
| I, |  | | being a member of Penilee Credit Union Limited do hereby designate | | | | |
|  | **Name of New Member** | |  | | | | |
|  |  | | **Relationship to Member:** | | |  | |
|  | **Name of Beneficiary** | | **Address of Beneficiary:** | |  | | |
| As my beneficiary to receive any and all sums of money paid under and by virtue of the terms and conditions of the Life Insurance Plan.  I hereby reserve the right to change the beneficiary herein designated.  The execution of a subsequent form shall constitute a change of beneficiary. | | | | | | | |
| **Signature:** | |  | | **Membership Number:** | | |  |
| **Date:** | |  | | **Witness (Member of Staff):** | | |  |

Penilee Credit Union is governed by FCA, and abide by the principles underpinned by the General Data Protection Regulation (GDPR). A summary is contained overleaf. Should you wish to view Privacy Statement in full it can be view at [www.penileecu.co.uk](http://www.penileecu.co.uk), contact us at 0141 891 8600, or request a copy in shop.

**How we protect and use your information:** Penilee Credit Union we do all we can to respect your right to privacy and the protection of your personal information. This is a summary of what we, and other organisations we may cooperate with do with your information in order to run our business and provide our customers with products and services. Please read our full privacy notice www.penileecu.co.uk for more detailed information. We’ll let you know if we update it in the future. If you need a paper copy please contact 01418918600. The information we use and where we get it from We collect and process various types of personal information, including basic information such as name and contact details, and information about financial circumstances, accounts and transactions. Most of your information will have been provided by you, or provided in relation to an existing member (Next of Kin). In order to protect us or you, for example to prevent fraud or to provide you with our services, we may also process certain special categories of information, such as information about your health, or information about your personal characteristics (biometric information, like fingerprint login details if you use the CU anywhere app). Where permitted by law, we may process information about criminal convictions or offences and alleged offences for specific and limited activities and purposes, such as to perform checks to prevent and detect crime, to comply with laws relating to money laundering, fraud.

Your rights: You have a number of legal rights to control what we do with your information. For example, you can ask us to tell you what information we have about you and get a copy of it; correct or update information that is wrong; stop using your information in certain circumstances; stop sending you marketing material; or send some of your data to someone else for them to use. For more information on how and when you can ask us to do this, or if you would like to complain to our Lead Information officer. We hope that we can resolve any complaints, but if we don’t you can contact the Information Commissioner’s Office (ICO). How Penilee Credit Union use your information We use your information mainly to provide you with products and services, to understand our customers’ needs and improve the products and services we offer, and for the day-to-day running of our business. We also use it to comply with laws and regulations that apply to us and to protect our business, our customers and employees. See our data Schedule of our full privacy notice (Schedule of Processing Purposes) for more details. Sharing your information outside PCU We keep your information confidential and will only share your information outside of PCU for the purposes mentioned in our privacy notice. This may include sharing with third parties such as service providers, and fraud prevention agencies and law enforcement agencies or regulators. See our Sharing with third parties section for more details.

Transferring information overseas Most of the information we hold on you will be used and stored in the UK. However, our IT system provider is based in Dublin. We will make sure that any transfer to another country is legal and that your information is always kept safe. See our oversees Section of our full privacy notice for more details.

Marketing: Unless you have told us not to, we will send you marketing information relating to products and services that we think will be of interest and relevant to you. If you change your mind and no longer want to receive these communications you can tell us at any time by contacting us at 01418918600. PCU will not share your information with third parties for their own marketing purposes without your permission. Communications about your account We use the contact details you have provided to us to send you information relevant to the operation and maintenance of your account, including email, digital banking, phone and post, we have a duty to prevent fraud and money laundering, to manage our risk and protect our business and to comply with laws that apply to us (such as checking who you are and making sure our products are right for you). We also check and share information with fraud prevention agencies. If we identify or suspect fraud we will record this with fraud prevention agencies to prevent fraud and money laundering, and we may refuse to provide you with services.

How long we keep your information: We don’t keep your information for longer than we need to, which is usually up to six years after your relationship with the Credit Union ends, unless we are required to keep it longer (for example due to a court order or investigation by law enforcement agencies or regulators). Security We are committed to ensuring that your information is secure with us and with third parties who act on our behalf. We use many tools to make sure that your information remains confidential and accurate and we may monitor or record calls, emails, text messages or other communications in order to protect you and us.