

# Legal Plus Day – Awareness Day



Please use this form to notify the Legal Department of your intention to hold a Legal Plus Day – Awareness Day. You will not need to wait for authority to proceed. The Legal Department will simply log this for their records.

**If you want a Union solicitor at your event, then please use the Legal Plus Day – Legal Surgery Form.**

Please send the completed form to:

Personal Injury Team  
Legal Department, Usdaw  
188 Wilmslow Road, Manchester M14 6LJ  
email: [personalinjuryteam@usdaw.org.uk](mailto:personalinjuryteam@usdaw.org.uk)

**1**

Your Name: \_\_\_\_\_

Membership No: \_\_\_\_\_

Telephone No: \_\_\_\_\_

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

**2**

Your Workplace/Company Name where the event is being held: \_\_\_\_\_

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

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

Branch No: \_\_\_\_\_ Branch Name: \_\_\_\_\_

No. of Members: \_\_\_\_\_ Potential New Members: \_\_\_\_\_

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

**3**

Date of event: \_\_\_\_\_

**4** Please ensure you have ordered supplies of Usdaw promotional materials from your local Usdaw office:

Recruitment literature

Legal Plus literature

FirstCall Usdaw merchandise

#### Privacy Notice

The data you are providing us will be used to process your request to arrange a Legal Plus Day. This is in pursuit of the Union's legitimate activities stated in the Objects in the Rule Book. This processing involves your personal data. The data that we collect about you here will be stored securely. The data will be retained for two years. You have the right to be informed about processing of your personal data, request access to your personal data, and its rectification, erasure, restriction on processing, objection to processing and portability. Usdaw and its Data Protection Officer may be contacted at 188 Wilmslow Road, Manchester, M14 6LJ. You have the right to complain to the Information Commissioner.

Promotion of the event is important, so make sure posters are put up to advertise the event. Contact your Area Organiser if you require assistance or have any issues regarding organisation of the event.

The Media and Communications Department may be in contact to arrange a photographer for the event.

