

Legal Plus Day – Legal Surgery



Please complete this form if you would like a Union solicitor at the Legal Plus Day you are holding. You will need to wait for approval and confirmation from the Legal Department. Please do not contact the Union solicitors directly.

If you do not need a Union solicitor at your event, please use the Legal Plus Day – Awareness Day Form.

The Legal Surgery should not merely become a will writing event but should raise awareness of the range of legal services available from the Union.

Please send the completed form to:

Personal Injury Team
Legal Department
Usdaw
188 Wilmslow Road
Manchester M14 6LJ

email: 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

Reason for Union solicitor to attend:

Store has a large number of staff but low membership density.

Store has a high membership density but low take up of Legal Plus.

Store has a high membership density but a Legal Plus Day has not taken place in the last two years.

Other good, political or organisational reason. Please explain:



4

Date of Event:

Start Time:

Finish Time:

5 These are the kind of events you may want to hold (please tick which one you are arranging):

a) A stall/table in the workplace promoting FirstCall and a solicitor to give advice in public but no private one-to-one facilities.

b) A stall/table for Legal Plus along with a Legal Surgery where members attend short pre-arranged appointments with a solicitor in a private place.

c) A stall/table for Legal Plus along with a Legal Surgery drop-in where members can have a short meeting with a solicitor in private but without appointments.

d) Some other kind of Legal Plus event – please describe:

6 Have you secured the agreement of your store manager for the event?

Yes

No

7 If you need private facilities for the solicitor to meet members, what have you arranged?

8 Please ensure you have arranged for all the necessary promotional supplies 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.

