



Sheffield Credit Union



Sheffield Credit Union Limited
35 Townhead Street
Sheffield S1 2EB
Registered in England and Wales
Registered number: 637C

T: 0114 276 0787
E: admin@sheffieldcreditunion.com
W: www.sheffieldcreditunion.com

Savings and Loans across South Yorkshire

Application for Junior Account (under 16 years only)

This Junior Application pack is intended for children from 0-15 years only. At 16, applications must be for full adult membership. Under new laws from May 2018, we need to provide you with certain details concerning how the personal data collected on this form will be used and protected.

Please see the privacy notice attached and tick here to confirm you have read and understood it and where appropriate, explained it to your child

Trustee Information

Relationship to child:	Title: Mr/Mrs/Ms/Miss
First Name:	Family Name:
Address:	
Email:	
Post Code:	Date of Birth:
Tel. Number:	Mobile Number:

Junior Account Information

First Name:	Family Name:
Address:	
Post Code:	Date of Birth:
Where did you hear about us?	

Password:	Mother's Maiden Name:
Password Hint:	

Nomination

In the event of the death of the trustee before the account holder reaches 16 years old, the following person is nominated for responsibility of the account on the Junior Member's behalf.

Nominee First Name:	Family Name:
Relationship:	

Please Note: We recommend that all forms are submitted either in person at one of our offices or by post.

Should you choose to send any personal or sensitive information to us by email this will be at your own risk. We cannot accept responsibility for a third party acquiring this via unlawful actions outside of the organisation's control.

You can subscribe or unsubscribe from receiving marketing information and change your marketing preferences at any time. We will only send information on our products and services and your details will not be passed to third parties. Please use the details in the header to contact us about your marketing preferences.

Trustee Declaration: *I declare that the above information is accurate and true to the best of my knowledge and belief.*

Signature of Trustee: _____ **Date:** _____

IMPORTANT INFORMATION: PRIVACY NOTICE

Names of data controller	Sheffield Credit Union Limited								
What do we collect?	<ul style="list-style-type: none">• Name and date of birth of child and trustee• Contact details of trustee• Address of child and trustee• ID documents of child and trustee• Person who will look after the account if the trustee dies								
Where do we get it from?	We obtain personal data from: <ul style="list-style-type: none">• Parent/carer registering child to join Sheffield Credit Union								
How do we use your data?	We will process the personal data for: <ul style="list-style-type: none">• Setting up a savings account for the child• Administering the savings account for the child• Converting the savings account to an adult savings account at age 16.								
Who we will disclose your personal data to?	<ul style="list-style-type: none">• Credit Union employees and volunteers, to run your account;• Your trustee (parent/carer who helps you with your account);• Legal bodies such as the Police if legally required to.								
What legal basis do we have for processing your data?	The legal bases for collecting and processing your personal data are: <ul style="list-style-type: none">• for administration: to fulfil the contract that you are entering into with us to provide you with a savings account and to comply with law regarding collecting ID and proof of address;• in all other cases: for our legitimate interests which are to encourage children to build savings and manage their money well. This does not harm rights and freedoms of parents/carers or the junior member.								
Can you object to us holding your data?	Where you have given your consent to processing of personal data, you have the right to withdraw that consent at any time. If you do, it will not affect the lawfulness of any processing for which we had consent prior to your withdrawing it.								
Where do we keep your data?	Sheffield Credit Union will keep your personal data within the European Economic Area.								
How long we will keep your personal data?	We will not keep your personal data for longer than is necessary for the purposes for which it was collected. We shall keep your personal data while you are a member of Sheffield Credit Union and for 5 years after you leave Sheffield Credit Union, as required by law.								
What rights do you have?	You have the right of access to your personal data and, in some cases, to require us to restrict, erase or rectify it or to object to our processing it, and the right of data portability where possible.								
How do you contact us?	<table><tr><td>mail.</td><td>16 Commercial Street, Sheffield, S1 2AT</td></tr><tr><td>email.</td><td>admin@sheffieldcreditunion.com</td></tr><tr><td>phone.</td><td>0114 2760787</td></tr><tr><td>website.</td><td>www.sheffieldcreditunion.com</td></tr></table>	mail.	16 Commercial Street, Sheffield, S1 2AT	email.	admin@sheffieldcreditunion.com	phone.	0114 2760787	website.	www.sheffieldcreditunion.com
mail.	16 Commercial Street, Sheffield, S1 2AT								
email.	admin@sheffieldcreditunion.com								
phone.	0114 2760787								
website.	www.sheffieldcreditunion.com								
How do you complain?	If you have any concerns or complaints about how we are handling your data please contact us. You have a right to complain to the Information Commissioners Office if we are unable to resolve your complaint.								

APPENDIX 1 - ACCEPTABLE DOCUMENTS TO PROVE IDENTITY AND ADDRESS For All Adult Memberships And All Trustees Of A Junior Account

A. PROOF OF IDENTITY

One item from this list

- Current signed UK or EU passport
- Current other signed passport with valid UK Visa
- Valid UK or EEA photo card driving licence (full or provisional)
- Photocard National Identity Card or EU Member State Identity Photo-Card
- Firearms Certificate or Shotgun Licence
- ID card issued by the Electoral Office from Northern Ireland
- Confirmation of receipt of benefit from a Government Agency including pensions, less than 12 months old
- Blue disabled drivers pass
- HMRC tax notification/assessment letter or statement (under 12 months old)
- Residence permit (issued by the Home Office to EU Nationals)
- Current UK non-photo driving licence

B. PROOF OF ADDRESS:

(NB. If a document has been used for ID it cannot also be used for proof of address)

- ✓ Valid photo driving licence (full or provisional)
- ✓ Old style full driving licence
- ✓ Bank/credit card statement (under 3 months old, internet acceptable, no store cards)
- ✓ UK mortgage statement (under 12 months old, not from internet)
- ✓ Current Council Tax Bill (under 12 months old)
- ✓ State benefit or pension entitlement letter (less than 3 months old)
- ✓ Inland Revenue Correspondence (must show the name and current address)
- ✓ Current Local Authority or Housing Association tenancy agreement (not private)
- ✓ Rent book showing a payment within past 12 months
- ✓ Current house or motor insurance certificate
- ✓ TV licence letter or direct debit schedule (less than 12 months old) showing name and address, and existence of a valid TV licence
- ✓ Jobcentre Plus letter, giving National Insurance number (under 3 months old)
- ✓ Benefit letter/adjustment letter less than 3 months old addressed to individual, confirming that benefit was payable at that time
- ✓ UCAS letter less than 12 months old, showing offer of place in current/next year
- ✓ Letter confirming residency from a Nursing Home/Care Home.
- ✓ Solicitor's letter confirming house/land purchase (issued within last 6 months)
- ✓ Recent utility bill, not printed from the internet:
 - Telephone – cable or landline NOT mobile (less than 3 months old)
 - Gas or electric bill (less than 3 months old)
 - Water bill (current charging period)

FOR JUNIOR MEMBERS (in addition to ID for the adult trustee of the account):

Birth Certificate or Passport or NHS Medical Card or Child Benefit proof or Child Tax Credit proof.



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JUNIOR BACS PAYMENT AUTHORISATION

I authorise Sheffield Credit Union Ltd to transfer payments directly from this Junior Savers account into this nominated bank account.

I understand that any change in bank details to which the Junior Savings are sent must be informed on a new BACS Payment Authorisation form.

Please be aware that we may require 1 weeks' notice for withdrawals of £2,000 or above.

Junior Member Details	
Name:	Membership Number:
Trustee's Details:	
Name:	Membership Number:

Credit Union Account Security
Please note, you will need to provide a password and other security details on your membership form or update of contact details form in order to make withdrawals to the bank account that you have provided below. Your signature on this form will be checked against your records before we make any changes, and you may be called to verify the changes.

Nominated Bank Account Details	
Name of Bank or Building Society:	
Name on the Account:	
Building Society Roll Number (if applicable):	
Sort Code:	
Account Number:	
Trustee's Signature:	Date:

Please Note: We recommend that all forms are submitted either in person at one of our offices or by post.

Please be aware that should you choose to send any personal or sensitive information to us by email this will be at your own risk and we cannot accept any responsibility for a third party acquiring this via unlawful actions outside of the organisations control.

You can subscribe or unsubscribe from receiving marketing information and change your marketing preferences at any time. We will only send information on our products and services and your details will not be passed to third parties. Please use the details in the header to contact us about your marketing preferences.

For Office Use Only (April 2019)			
Date received:	/	/	Initials entered: Initials approved: