

**Supporting all Trans & Intersex Staff Across Government**

**By submitting this form, you acknowledge that you have read and understood our Privacy Notice regarding your data, you agree to being added to the a:gender membership database and to abide by the membership aims of a:gender.**

**Our membership aims:**

**1) Respect:** To respect all members and use appropriate language/names/pronouns. To challenge, where safe to do so, exclusionary language or behaviours.

**2) Inclusion**: To support the equality and inclusion of trans and intersex staff across government. To amplify trans and intersex issues across government.

**3) Support**: To provide confidential and mutual support to other members within a safe environment. For allies, to actively support trans and intersex colleagues.

**4) Equality**: To champion the Public Sector Equality Duty across government for staff and service users.

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| **Name** | Click here and enter text | **Location** | Click here and enter text |
| **Organisation** | Click here and enter text | **Signature** | Click here and enter text |
| **Email** | Click here and enter text | **Date** | Click here to select a date |

**Note:**

* Before completing this form see our Privacy Notice on pages 2 & 3 of this document.
* You must be a staff member of a Government Department or Agency or other appropriate non-departmental body to join a:gender
* By submitting this form, you consent to your personal data being used in line with the Privacy Notice.
* Email this completed form to: agender@homeoffice.gov.uk
* Only the a:gender Business Manager will have sight of this form.
* You will receive a welcome email once your application has been processed.
* You can update your details or withdraw your membership at any time by contacting [agender@homeoffice.gov.uk](mailto:agender@homeoffice.gov.uk) and providing your instructions.

Please click one of the following boxes to indicate how you wish to join a:gender:

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| **Full Member**  Any staff member who is trans or intersex, where trans and intersex are defined in the widest sense. |  |
| **Ally/friend**  Any staff member who wishes to support or help deliver the aims and objectives of a:gender. |  |



Privacy Notice

a:gender is the support network for Trans & Intersex Staff Across Government.

a:gender provides support to Trans & Intersex staff. We also support managers, HR, policy teams and parents/guardians of Trans & Intersex people.

The data protection legislation comprising the UKGDPR ( the UK wholly adopted the EU GDPR on leaving the EU after Brexit) and the Data Protection Act 2018 (DPA) is a legislative framework that establishes rules for the gathering and processing of personal information for anyone within the UK.

**Purpose for a:gender in holding your personal data**

* *The a:gender network holds information about members of the network. We use this information to notify you of a:gender related activities, canvas your views, the distribution of our newsletter and alert you to events or information that may be of interest to you in your capacity as a member.*

**The legal basis in the Data Protection Act for holding your personal data**

a:gender relies upon ‘consent’ to hold your personal data for the purposes outlined above. The GDPR outlines the criteria for consent as follows:

*Consent of the data subject means any freely given specific, informed and unambiguous indication of the data subject’s wishes by which they, by a clear affirmative action, signifies agreement to the processing of personal data relating to them.*

We believe you should always know what data we collect from you and how we use it, and that you should have meaningful control over both.

Once your membership application form has been processed you will be informed by email and your application form will be double deleted if sent by email or shredded if hard copy received.

If you do consent to us holding your personal data, the following information may be of interest to you:

**Where is your personal data is held?**

*Your personal data is held on a secure Home Office server*

**Who can access your personal data?**

*Your personal data can be accessed by the a:gender Business Manager, who is also the a:gender Data Protection Officer.*

**Is your personal data shared with anyone else?**

*We will not share your data with any other person or organisation without first obtaining your consent.*

**How to cancel your membership and remove your information from our database.**

*Email* [*agender@homeoffice.gov.uk*](mailto:agender@homeoffice.gov.uk) *asking for your membership to be cancelled.*

**How to notify us of any changes to contact detail or name changes.**

*Email* [*agender@homeoffice.gov.uk*](mailto:agender@homeoffice.gov.uk) *and provide details to be changed.*

**How to contact the a:gender Data Protection Officer (DPO)**

*If you wish to contact the a:gender DPO to discuss any of the above please email us at*

*[agender@homeoffice.gov.uk](mailto:agender@homeoffice.gov.uk)*

**Your rights**

You have the following rights under the GDPR, and the email addresses listed below can be used to exercise them should you wish to:

* The right to be informed
* The right of access to ones own data, also known as Subject Access Rights, should you wish to request details of any or all the information that the organisation holds about you.
* The right of rectification – individuals will have the right to obtain from the data controller the rectification of inaccurate personal data concerning them.  Organisations must respond within one month of the request.
* The right to erasure – also known as the ‘right to be forgotten’.  An individual can request the deletion or removal of personal data where there is no compelling reason for its continued processing.
* The right to restrict processing.
* The right to data portability.
* The right to object.
* Rights in relation to automated decision making and profiling.

For a full explanation of your data rights, or in the event that you wish to lodge a complaint, please go to [www.ico.org.uk](https://www.ico.org.uk/)

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