



MAKING BUILDINGS WORK

## APPLICATION FOR INDIVIDUAL MEMBERSHIP

NAME.....ADDRESS.....

.....Post Code .....

Telephone No..... Mobile No .....

E-mail Address ..... Current Employer..... Date of Birth .....

Are you applying for membership: Independently  *through your* Employer  *through* Employer   
(Please tick appropriate box) *who is a CSA Corporate member*

If part of the European Union are you registered for VAT? Yes No

If yes please provide your VAT Number: .....

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***IF APPLYING INDEPENDENTLY, OR THROUGH YOUR EMPLOYER WHO IS NOT A CSA CORPORATE MEMBER, YOU MUST SUPPLY TWO PROFESSIONAL REFERENCES WITH THIS APPLICATION. (THIS MUST BE A WRITTEN REFERENCE FROM ONE OR MORE BUSINESSES WITH WHOM YOU EITHER CURRENTLY DO, OR HAVE REGULARLY DONE BUSINESS WITH. THEY MUST BE ON OFFICIAL COMPANY HEADED PAPER, SIGNED AND DATED BY THE REFEREE).***

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Do you employ any staff?.....

How long have you been in Commissioning (or an allied field)? .....

Are you studying on any courses connected with building services? Y/N .....

Have you previously or are you currently taking a CSA Distance Learning Course? Y/N .....

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What is your main objective in joining the CSA?.....

Suggested Applicants Grade ..... *(This must be completed by a Manager/MD)*

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If you are applying through your employer please supply your Employer/Director's

Full Name ..... Signature .....

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**I enclose a fully detailed CV and apply for Individual Membership of the CSA and agree to abide by the Articles of the Association, its Constitution & Code of Practice (these are included in the Members Handbook which will be issued to you on acceptance of your Membership of the Association. Should you require prior sight of these documents, please contact the Secretary). *(Please email an electronic JPEG photograph for your identity card to [office@csa.org.uk](mailto:office@csa.org.uk))***

**Applicant Signature..... Date:.....**

***(ALL INDIVIDUAL MEMBERSHIP APPLICATIONS MUST BE PROPOSED AND SECONDED BY MANAGER/MD OF A CSA CORPORATE MEMBER OR INDIVIDUAL MEMBER WHO IS A GRADE 4 OR ABOVE)***

**Proposed by: ..... Seconded by: .....**  
(Signature) (Signature)

**PRINT NAME & ..... PRINT NAME & .....**  
**COMPANY COMPANY**

**PLEASE NOTE THAT IT CAN TAKE UP TO 3 MONTHS FOR YOUR APPLICATION TO BE APPROVED.**

(04/01/17)

## Commissioning Specialist Association GDPR Privacy Notice

Issue No: 001

Issue Date: 02/05/2018

The Commissioning Specialist Association is an association for the commissioning industry within the construction world.

Its membership comprises commissioning industry companies, individual commissioning engineers and associated companies (such as equipment manufacturers, instrument suppliers, etc.), who have a vested interest in ensuring that the commissioning function in today's complex buildings is carried out to a uniformly high standard.

By choosing to join the Association as a member you need to be made aware that we collect and process your personal data for the following purposes:

- To email you CSA press releases, publications and our quarterly newsletter Index
- Stored on our databases, to enable us to email you
- The data we store is; your address, telephone number, CV, company of employment, achievements, grades and certificates gained with the Association
- Your information is also stored on our financial database to enable us to invoice you throughout the year for your membership and any related fees
- Your information is retained for CSA membership purposes only and is not shared with any third parties.

By consenting to this privacy notice you are giving us permission to process your personal data specifically for the purposes identified.

Consent is required for the Commissioning Specialist Association to process personal data, but it must be explicitly given.

If we ask you for sensitive personal data we will always tell you why and how the information will be used.

You may withdraw consent at any time to stop receiving communications from us, you will be able to do so by writing to us or emailing us. Details of contact are on our website.

We take your privacy seriously and will only use your personal information to administer your account and to provide the products and services you have requested from us.

However, from time to time we would like to contact you with details of other products, services we provide. If you consent to us contacting you for this purpose please tick to say how you would like us to contact you:

**Post**  **Email**  **Telephone**

Please tick to confirm:

**I agree**