**PLEASE READ THE GUIDANCE NOTES FOR APPLICANTS BEFORE COMPLETION. USE THIS FORM FOR RE-APPLYING AFTER BEING PREVIOUSLY REMOVED FROM THE RCT – APPLICATIONS MUST BE SENT ELECTRONICALLY**

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| --- | --- |
| Title: | Prof [ ]  Dr [ ]  Eur Ing [ ]  Mr [ ]  Mrs [ ]  Miss [ ]  Ms [ ]  Other [ ]  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| First name(s): |  | Surname: |  |
| Gender: | Male **[ ]** Female **[ ]**  | Date of birth: |  |
| Present Appointment: |  | Current Grade: |  |
| Employer: |  | Date Appointed: |  |
| Work address (including department and postcode): | Home address (including postcode): |
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|  |  |
| Email (work): |  | Email (home): |  |
| Telephone (work): |  | Telephone (home): |  |
| Please send correspondence to: Work **[ ]** Home **[ ]**  | Mobile number: |  |
|  | First Academic Qualification | Second Academic Qualification | Third Academic Qualification |
| Institution: |  |  |  |
| Qualification: |  |  |  |
| Subject(s): |  |  |  |
| Class: |  |  |  |
| Year: |  |  |  |
| Additional Information (training, projects, publications): |  |
| Route applying for: | Primary **[ ]**  Equivalence **[ ]**  |
| Specialist area: | Medical Engineering **[ ]** Radiation Engineering **[ ]** Rehabilitation Engineering **[ ]** Renal Technology **[ ]** Nuclear Medicine **[ ]** Radiotherapy Physics **[ ]** Radiation Physics **[ ]**  Other **[ ]**  (Only use ‘Other’ in the exceptional circumstance that you cannot choose one of the above disciplines) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| Professional Body (1): |  |
| Current grade: |  | Membership No: |  |
| Professional Body (2): |   |
| Current grade: |  | Membership No: |  |
| Registered with another body (i.e. HCPC) |  | Have you been removed from any Register? - State Y/N. If yes, please state which Register. |
| From time to time the professional organisations which run the RCT may wish to contact you with regard to matters which may be of interest to you. These may include information regarding meetings, training or professional development opportunities. If you do not wish to receive such information, please tick this box: **[ ]**   |
| **Previous registration details** | Previous RCT number (if known): CT0…………… |
| Date first registered on RCT: |  | Date removed from RCT: |  |
| Reason for removal: |  |
| **I can confirm the following:** |
| **[ ]** I have no criminal convictions to prevent me from being re-admitted to the RCT | **[ ]** I am adhering to the RCT Code of Conduct |
| **[ ]** I am participating in CPD | **[ ]** I know of no other reason why I should not be re-admitted to the RCT |
| **Referees**  |
| *(These should be your current Manager/HOD, plus your last Manager/HOD. If your last Manager/HOD is not available, please ask a senior member of staff, who knows you well. We may contact them for a reference).* |
| **Referee 1:** | **Referee 2:** |
| Title: | Initials: | Title: | Initials: |
| Name: | Name: |
| Work address (including department): | Work address (including department): |
|  |  |
|  |  |
|  |  |
|  |  |
| Professional qualifications: | Professional qualifications: |
| \*Registration number: | \*Registration number: |
| Signature: | Signature: |
| Email: | Email: |
| Date: | Date: |
| **Applicant’s undertakings:**I wish to apply for admission to the Register of Clinical Technologists and declare that the information I have given in this application is, to the best of my knowledge, accurate and true. I agree to be governed by the Register of Clinical Technologists Code of Professional Conduct and accept that any breaches of the Code of Conduct will be dealt with under the Fitness to Practise Procedure. I accept that I have a responsibility to maintain a continuous, up-to-date and accurate record of my CPD activities and I understand that I may be selected to participate in the annual CPD audit process. By signing below, I also confirm that I personally hold or am covered by my Employer's Indemnity Insurance, which is a requirement of the RCT. |
| Signature: | Date: |
|  |
| For office use only | List no: | Date received: | Ref no: |

**Declaration on health and conduct**

**Health**

In common with other Registers, it is the policy of the RCT, when a person first applies to join the Register, to ask them to sign a declaration to confirm that they do not have a health condition that would affect their ability to practise their profession. The Declaration of Health and Conduct Issues policy is available on the RCT website at [www.therct.org](http://www.therct.org).

You only need to declare information about a health condition if you believe that your health may affect your ability to practise safely and effectively. If you don't provide accurate information in your application, or you fail to provide all the relevant information, and this comes to light, this will be dealt with through the Fitness to Practise Procedure and you may be removed from the Register.

Once registered, you will be asked to confirm that your health does not affect your ability to practise when you renew your registration each year.

You only need to declare changes to your health that affect your ability to practise when you renew your registration, but you may choose to inform the RCT about changes to your health at any other time if you wish to.

**Conduct**

Applicants are also required to declare whether they:

* have ever been convicted of a criminal offence or received a police caution or conditional discharge for a criminal offence other than a `protected caution' or `protected conviction' (i.e. one that would be filtered out from a DBS check, and does not need to be disclosed for jobs that are subject to standard or enhanced DBS checks. For full information on which cautions and convictions are protected, see <https://www.gov.uk/government/publications/dbs-filtering-guidance>)
* have ever been disciplined by a professional or regulatory organisation or their employer or educational establishment; or
* have ever had civil proceedings other than a divorce or dissolution of a civil partnership brought against them (e.g. lawsuits brought to claim compensation, or for breaking the terms of a contract).
* **Driving offences**
* Fixed-penalty motoring offences (such as speeding, breach of load restrictions, use of mobile phone whilst driving) do not need to be declared. Other convictions should be declared.

**Declaration on health and conduct continued**

If you do not provide accurate information in your application or subsequently, or you fail to provide all the relevant information, and this comes to light, this will be dealt with through the Fitness to Practise Procedure and you may be removed from the Register.

While you remain on the RCT, you have a responsibility to inform the Register immediately about any convictions or cautions you receive whilst registered. You must also inform the Register of any professional, regulatory or disciplinary proceedings taken against you by a professional body, a regulator, educational body or your employer. Any such proceedings should be reported as soon as the outcome is known, and you should not wait for the annual re-registration declaration to declare these. You can contact the Register by emailing enquiries@therct.org.uk

Information on health or conduct issues declared at the time of application will be considered by the registration assessors, who will make a recommendation to the Management Board about whether the individual should be admitted to the Register (if all other requirements have been met).

Information on health or conduct issues declared by existing registrants will be passed to the Professional Conduct Committee (PCC) of the RCT to be dealt with under the Fitness to Practise Procedure, a copy of which is posted on the RCT website for registrants and the public to consult.

**Please tick both boxes and sign below:**

 [ ]  **I confirm that I do not have any health condition that I believe will affect my ability to practise safely and effectively.**

 [ ]  **I confirm that I do not have any convictions, cautions, or civil or disciplinary proceedings as set out above, to declare.**

Signature ……………………….……. Name ……………………………………

Date …………………………….

Please return this form as part of your re-application, plus all required documentation (please refer to the RCT website for requirements); to: RCT Registrar, Fairmount House, 230 Tadcaster Road, York, YO24 1ES. (Please see the [RCT website](http://therct.org.uk/how-to-join-the-register/fees-and-ways-to-pay/) for current fees). The Re-application fee can be paid online or by direct debit; however subsequent renewal fees **must** be paid by direct debit. A direct debit mandate can be found on the RCT website and must be submitted with the application.

**Privacy Policy**

# Overview

The Institute of Physics and Engineering (IPEM) and its subsidiary IPEM Enterprises Ltd is committed to protecting your privacy. This privacy notice explains how IPEM will use any personal information we collect from you and what rights you have.

# **Data Controller**

The Data Controller is the Institute of Physics and Engineering in Medicine. Our Registration Number in the Data Protection Public Register is Z6395648. You can contact the data controller by emailing office@ipem.ac.uk; writing to us at our registered address; or by telephoning us on 01904 610821. The data protection lead is Kathryn Surtees and she can be contacted by emailing Kathryn@ipem.ac.uk

# What Information we collect about you

This section shows groups of people whom we collect information about. It then details (for each group) how we collect your data; what we use your personal information for; the legal basis for processing; how long we keep it; categories of personal data; and who we share your data with.

## RCT Applicants

### How we collect your data

We collect data about you in a variety of ways, starting at the point of application where we will collect the data from you directly. You have the opportunity to add to this base data, either using our website portal or contacting the office. We also update this data through your subsequent contact with us.

### Purposes of the processing

Personal information which you supply will be used to administer your application to join the RCT.

### Legal Basis for processing

We process your application under the legitimate interest basis for processing.

We will process your financial information under the legal basis for processing.

### Legitimate Interest

Applicants expect this processing to take place so that they can be included on the public register.

### Data Retention period

We will keep hard or scanned copies of your application form while you remain an RCT Registrant plus 2 years.

In addition we will keep a record of your personal details, and financial history on our CRM database while you remain an RCT registrant plus two years; or if you have any other relationship with IPEM (e.g. member) until we have no longer a legal basis for processing this data.

We will also keep a record of your financial history on our finance system for 6 years in accordance with our legal obligations.

### Categories of Personal Data

We will keep the following categories of personal data:

*Personal Details*

* Name
* Home Address
* Work Address
* Home Email Address
* Work Email Address
* Home Telephone Number
* Work Telephone Number
* Mobile Telephone Number
* Name of Employer
* Employer Address
* Date of Birth
* Gender
* Professional Information (optional)
* Interest Information (optional)

*Registration Information*

* Registration History.
* Registration Application Form and Supporting Documents
* Registration Invoices and Payment

### Who we share your data with

We share some of your data with other organisations and individuals who process data on IPEM’s behalf (Data Processors). The use of the data we share is strictly limited, by contract, to those purposes.

#### With RCT Assessors (RCT Volunteers)

We share limited personal details to RCT assessors so that they can assess your RCT application and we share your CPD summary form if selected for audit.

#### With our IT Software & IT Support Service Providers

We share your personal data that we hold with our IT and IT support Service Providers to ensure that you get the best possible service.

# How we will keep your data safe

We take appropriate security measures, including to ensure that we keep your information secure, accurate and up to date, and that we only keep it for as long as is reasonable and necessary.

# Your Rights

You have rights under data protection law that you can exercise against IPEM but these do not apply in all circumstances. You can exercise those rights free of change except in very limited circumstances, which will be explained to you if relevant.

For more information about all these rights, and how to exercise them against IPEM, please contact the Head of Operations and Finance who will be able to tell you more.

Here is a short description of your rights:

## Right to Lodge a complaint with a Supervisory Authority

You have the right to lodge a complaint with a supervisory authority, the Information Commissioner (ico.org.uk) who can be contacted on 0303 123 113.

## Right of Access (Article 15)

You have the right of access to your personal data, to obtain confirmation that it is being processed, and to obtain certain prescribed information about how it is processed.

## Right to rectification (Article 16)

You have the right to obtain from us, without undue delay, the rectification of inaccurate personal data concerning you. Taking into account the purposes of processing, you shall have the right to have incomplete data completed. **This can usually be done easily on the MY IPEM section of the IPEM website (ipem.ac.uk) or by emailing** membership@ipem.ac.uk

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## Right to erasure ‘the right to be forgotten’ (Article 17)

In certain circumstances, you have the right to have your personal data erased. It is unlikely to be possible to do this if, for example, IPEM has a legal duty to retain or process your information.

## Right of restriction of processing (Article 18)

In certain circumstances, you have the right to obtain from IPEM a restriction of processing.

## Notification obligation regarding rectification or erasure or restriction of processing (Article 19)

We will communicate any rectification or erasure of personal data concerning you to each recipient to whom the personal data have been disclosed, unless this proves impossible or involves disproportionate effort.

## Right to data portability (Article 20)

In certain circumstances you will have the right to receive the personal data concerning you, which you have provided to us, in a structured, commonly used machine readable format and you will have the right to transmit this data to another organisation.

## Right to object (Article 21)

You have the right to object, on grounds relating to your situation, at any time to processing of your personal data, which is based on the legitimate interest basis for processing. We will no longer process the personal data unless we can demonstrate a compelling legitimate ground for the processing which overrides your interests, rights and freedoms.

## Right not to be subject of automated decision-making (Article 22)

You have the right not to be a subject to a decision based solely on automated processing including profiling, subject to certain exclusions. IPEM does not make any automated decisions.

# Changes to this privacy notice

This notice was last updated on the 25 May 2018. IPEM may amend this privacy notice from time to time to keep it up-to-date or to comply with legal requirements. If you have access to the internet, you should regularly check this privacy notice. If necessary, you may be notified of changes. Your contact details (as previously described) would be used for this purpose, based on the legal basis of compliance with legal obligations or legitimate interests (or both as relevant).