Before completing this form, you are advised to read the Career Break and Career Change Policy. To notify us of your intention to take a career break please complete this form and send it to The Registrar, The Register of Clinical Technologists, 230 Tadcaster Road, York, YO24 1ES, at least 1 month before the proposed start date of the career break.

|  |  |
| --- | --- |
| Registration No (if known): |  |
| Full Name: |  |
| Job Title:  |  |
| Department/Section: |  |
| Purpose of, or reasons for, the career break:1 |  |
| Proposed length of the career break: |  |
| Proposed start date: |  | Proposed return to work date: |  |
| Return to practice period of updating requirement: | 0-2 years out of practice⇩no requirements | 2-5 years out of practice⇩30 days of updating | 5+ years out of practice⇩60 days of updating |
| **Declaration**[ ]  I intend to take a career break on the above proposed dates and understand that my registration status will be amended to ‘Career break’ on the Register of Clinical Technologists.[ ]  I agree not to use the post-nominals or the RCT logo demonstrating that I am a Registered Clinical Technologist whilst I am on my career break. If I am found in breach of this I am aware that disciplinary proceedings may be initiated and this may have a bearing on my future registration.[ ]  I am aware that after a two year break I will have to update my skills and knowledge before applying for re-admission to the Register of Clinical Technologists.  |
| Signature of Registrant: |  | Date:  |  |

1 Reasons for a career break may include: i) care and/or responsibility for children or other dependents requiring unpaid time away from work; ii) personal study; training or development requiring unpaid time away from work; iii) secondment to a different role not covered by the RCT scopes of practice; iv) taking a break from working in the UK (registrants must be able to show they have kept up their CPD through their work in a different country upon their return and ‘re-activation’; v) any other purpose agreed by the RCT, e.g. overseas travel or voluntary work.

**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 Registrants

# 3.1.1 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, including but not limited to: your annual CPD return and the annual renewal process.

**3.1.2 Purposes of the processing**

Personal information which you supply will be used to:

* To administer the RCT’s CPD scheme.
* To administer the annual renewal of your registrations
* To send you Registrar’s updates.
* To include you on the online Public Register.
* To contact you about and administer complaints.
* To contact you about and administer disciplinary conduct hearings

**3.1.3 Legal Basis for processing**

We process your annual renewals, registrar’s updates and CPD records under the legitimate interest basis for processing.

We process inclusion on the public register, complaints and disciplinary conduct hearings under the vital interests basis for processing.

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

**3.1.4 Legitimate Interest**

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

**3.1.5 Data Retention period**

We will keep electronic copies of your CPD summary form (if selected for audit) for the current year and the previous two years.

In addition we will keep a record of your personal details, registration 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.

**3.1.6 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 & Supporting Documents
* Registration Invoices and Payment
* CPD summary form. (if selected for audit)

**3.1.7 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.

**3.1.7.1     With IPEM’s CPD Audit Panel Members (IPEM Volunteers)**

We share your CPD summary form with the IPEM CPD Auditors if selected for audit

**3.1.7.2     With our Marketing and Bulk Email Provider**

We share your name and preferred email address with our e-mail marketing provider, so that we can send you Registrar’s updates.

**3.1.7.3     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.

**3.1.7.4     With other Registration Councils**

We share the outcomes of any RCT Fitness to Practice hearings that results in sanctions against you with any other Registration Council that you are registered with.

# 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

## 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 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).