Assessor - Application Form

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| --- |
| **Your details:**  |
| **Title** Prof [ ]  Dr [ ]  Mr [ ]  Mrs [ ]  Miss [ ]  Ms [ ]  Other [ ] ………….. | **RCT Registration Number:**  |
| **Name** |
| **Email** |
| **Phone** |
| **Address for correspondence:****Post code:**  |
|
|
| **RCT Scope of Practice:** |
| **Present Employment (with grade)** |
| **Brief details of current/past involvement with assessing or training:**  |
| **Please enclose a brief CV listing any relevant assessor qualifications.** |
| **Signed:**  | **Date:**  |
| **Head of Department’s Signature:*****(In support of this application)*** |  |

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| --- | --- |
| **IPEM OFFICE USE ONLY** | Approved by RCT YES/NO |
| Signature of RCT Registrar | Date approved |

**PLEASE RETURN FORM TO:**

Jenny McGuire

Email: Jenny@ipem.ac.uk

**Privacy Policy**

**1. 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.

**2. 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 Claire Sharpe and she can be contacted by emailing Claire@ipem.ac.uk

**3. 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.

**3.1 IPEM Working Group and Committee Members**

**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.

**3.1.2 Purposes of the processing**

Personal information which you supply will be used to:

To arrange committee meetings

To circulate committee agendas, papers and minutes

To keep a history of IPEM’s committee members

To pay expenses

**3.1.3 Legal basis for processing**

We process your personal data under the legitimate interest basis for processing.

**3.1.4 Legitimate Interest**

Committee members expect this this processing to take place so that they can achieve the objectives of the committee.

**3.1.5 Data retention period**

We will keep an electronic record of your committee term in perpetuity on our CRM Database, this is to retain the history of IPEM. In addition we will keep committee agendas, papers and minutes will be kept in accordance with the data retention policy for that committee. We will also keep your expense claims and a record of your financial history (expenses paid) on our finance system for 6 years in accordance with our legal obligations.

**3.1.6 Categories of personal data**

*Personal Details*

* Name
* Email Address

*Committee Information*

* Committee Name
* Committee Role
* Term of Office
* Committee Application Form and Supporting Documents
* Committee Agenda, Papers and Minutes

**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 other Members**

We share you email contact details and the committee minutes with other members on the same committee. In some case we may share you name with all members, so that they know who is working on IPEM committee on their behalf. In addition committee minutes may be shared with other IPEM committees as required.

**3.1.7.2 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.

**3.1.7.3 With Members of the Public**

We share your name, organisation and location with members of the public if the output of the working group is a report, book, guidance or any other attributable printed matter.

**4. How we will keep your data safe**

We take appropriate security measures 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.

**5. 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 charge 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 the 25th 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).