

## IPEM Privacy Policy

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## 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](mailto: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](mailto:Kathryn@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 Membership Applicants

#### 3.1.1 How we collect your data

We collect data about you in a variety of ways, starting at the point of recruitment where we will collect the data from you directly via an application form and supporting documents. 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 to us may be used in a number of ways

- To administer your application for membership.

#### 3.1.3 Legal basis for processing

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

#### 3.1.4 Legitimate Interest

Applicants expect this processing to take place so that they can be admitted to Membership.

#### 3.1.5 Data retention period

We will keep hard or scanned copies of your application form, while you remain an IPEM member plus 2 years; or if you are not successful for a period of 2 years.

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

#### 3.1.6 Categories of personal data

We will keep the following categories of personal data:

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## Personal Details

- Name
- Post Nominals
- 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
- Interest Information

## Membership Information

- Membership Application Form & Supporting Documents

### 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 Membership Registrars ((IPEM Volunteers)

We share your name, the name of your employer, your professional information (e.g. your registration information) and your supporting application documentation (e.g. your report of training and experience and your verified certificates) with Membership Registrars so that they can assess your application for membership and applications for membership re-grading.

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

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

## 3.2 IPEM Members:

### 3.2.1 How we collect your data

We collect data about you in a variety of ways, starting at the point of recruitment where we will collect the data from you directly via an application form and supporting documents. 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, volunteering opportunities that you have applied for and events that you have attended.

### 3.2.2 Purposes of the processing

Personal information which you supply to us may be used in a number of ways

- To administer your membership.
- To administer re-grades of membership
- To administer the annual renewal of your membership
- To send you newsletters and updates.
- To send you Scope, the IPEM membership magazine.
- To send you details of re-grading opportunities
- To send you details of meetings, conferences and events that we think you may be interested in.
- To send you details of products or services that we think you may be interested in.
- To send you details of committees, working groups, networks that you may be interested in
- To contact you about and administer complaints.
- To contact you about and administer disciplinary conduct hearings
- To provide anonymised workforce data to government and other policy makers.
- To provide other members with your contact details in the Membership Directory (unless you opt out)

### 3.2.3 Legal basis for processing

We process your personal data, with the exception of financial information under the legitimate interest basis for processing.

Financial information is processed under the legal basis for processing.

### 3.2.4 Legitimate Interest

Members expect this processing to take place so that they can receive the published membership benefits. Members are provided with the option to opt out of marketing materials.

### 3.2.5 Data retention period

We will keep hard or scanned copies of your application form, while you remain an IPEM member plus 2 years.

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

We will keep financial information of our finance system for 6 years in accordance with our legal obligations.

### 3.2.6 Categories of personal data

We will keep the following categories of personal data:

#### Personal Details

- Name
- Post Nominals
- 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
- Interest Information

#### Membership Information

- Membership History.
- Membership Application Form & Supporting Documents
- Membership Invoices and Payment information

### **3.2.7 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.

#### **3.2.7.1 With our Mailing House Provider**

We share your name and preferred membership address (Home or Work) with our mailing house so that Scope, our membership magazine, can be delivered to you.

#### **3.2.7.2 With our Marketing and Bulk Email Provider**

We share your name and preferred email address to our e-mail marketing provider, so that we can send you the newsletters; updates; details of up-coming meetings, conferences or events that you might be interested in ; and details of products or services that we think you might be interested in.

#### **3.2.7.3 With other IPEM Members via the Members Directory**

We share your name, job title, region, city, county, country, organisation, post nominals, role, 1st Area of Operation and 2<sup>nd</sup> Area of Operation with other members via the Members Directory, unless you opt out of this.

#### **3.2.7.4 With IPEM Membership Registrars ((IPEM Volunteers)**

We share your name, the name of your employer, your professional information (e.g., your registration information) and your supporting application documentation (e.g., your report of training and experience and your verified certificates) with Membership Registrars so that they can assess your application for membership and applications for membership re-grading.

#### **3.2.7.5 With our Survey Software Provider**

We share your name and preferred email address to our survey provider, so that we can send you surveys regarding IPEM Membership, Workforce and other related items. The results of the survey will also be stored by our Survey Software Provider.

### **3.2.7.6 *With our Community of Interest Software provider***

We share your name, home & work addresses, email address, home, work and mobile telephone numbers and any opinions you express on the platform to our Community of Interest software provider, so that you can share information easily with other Members.

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

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

### **3.2.8 *Transfer of Personal Data to a Third Country***

The controller has shared your personal data in a third country (Community of Interest provider based in the USA), but with the safeguards of a standard data protection clause adopted by the Commission.

## **3.3 Science Council Applicants**

### **3.3.1 *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.

### **3.3.2 *Purposes of the processing***

- To administer your application for a Science Council registration

### **3.3.3 *Legal basis for processing***

We process personal information under the legitimate interest basis for processing.

### **3.3.4 *The Legitimate Interest***

Applicants expect this processing to take place so that they can attain and keep the registered status.

### **3.3.5 *Data retention period.***

We will keep hard or scanned copies of your Science Council application form, while you apply for Science Council Registration +2 years and if you are successful while you are a Science Council Registrant +2 years, however, if your application was part of your IPEM membership application, we will keep this while you remain a member of IPEM plus 2 years.

### **3.3.6 *Categories of personal data (In addition to IPEM Membership Details)***

- Registration application forms & supporting documents

### **3.3.7 *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.

### 3.3.7.1 *With the Science Council*

We also share a sample of applications and supporting documents with the Science Council as part of our Licence Review, so that the Science Council can be assured that the registration standards are being met.

### 3.3.7.2 *With Science Council Registration Assessors (IPEM Volunteers)*

We share your application and supporting documents for your application with the Science Council Registration Assessor(s) so that they can check that you meet the criteria for registration.

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

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

## 3.4 Science Council Registrants

### 3.4.1 *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.

### 3.4.2 *Purposes of the processing*

- To administer your application for a Science Council registration
- To administer the Science Council's CPD scheme
- To administer the annual renewal of your registration
- To send you updates from the Science Council regarding your registration and registration activities of the Science Council.
- To contact you about and administer complaints.
- To contact you about and administer disciplinary conduct hearings

### 3.4.3 *Legal basis for processing*

We process personal information, with the exception of financial information under the legitimate interest basis for processing.

Financial information is processed under the legal basis for processing.

### 3.4.4 *The Legitimate Interest*

Registrant's expect this processing to take place so that they can attain and keep the registered status.

### 3.4.5 *Data retention period.*

We will keep hard or scanned copies of your application form, while you remain a Science Council Registrant plus 2 years, however, if your application was part of your IPEM membership application, we will keep this while you remain a member of IPEM plus 2 years.

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



We will keep an electronic record of your Science Council registration, invoices and payment records on our CRM system while you remain a member of IPEM plus 2 years: or if you have any other relationship with IPEM (e.g. customer) until we have no longer a legal basis for processing this data.

We will keep a record of your financial transactions on our finance system for a period of 6 years to meet our legal obligations

#### **3.4.6 Categories of personal data (In addition to IPEM Membership Details)**

- Registration history
- Registration application forms & supporting documents
- Registration invoices and payment information
- CPD declaration history
- CPD summary form. (if selected for audit)

#### **3.4.7 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.

##### **3.4.7.1 With the Science Council**

We share your name, date of birth, gender, and email address and membership number if you have applied for a Science Council Registration, so that they can add you to the Register.

We also share the outcomes of any membership professional conduct proceedings concerning you as this may affect your Science Council Registration.

We also share a sample of applications and supporting documents; and CPD returns to the Science Council as part of the our Licence Review, so that the Science Council can be assured that the registration standards are being met.

##### **3.4.7.2 With Science Council Registration Assessors (IPEM Volunteers)**

We share your application and supporting documents for your application with the Science Council Registration Assessor(s) so that they can check that you meet the criteria for registration.

##### **3.4.7.3 With IPEM's CPD Audit Panel (IPEM Volunteers)**

We share your CPD Returns and supporting documents with the IPEM CPD Auditors so that they can check that you meet the standard required.

##### **3.4.7.4 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 updates regarding your registration and news about the Science Council.

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

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

## 3.5 Engineering Council Applicants

### 3.5.1 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.

### 3.5.2 Purposes of the processing

Personal information which you supply will be used to:

- To administer your application for Engineering Council registration

### 3.5.3 Legal basis for processing

We process personal information, with the exception of financial information under the legitimate interest basis for processing.

Financial transactions are processed under the legal basis for processing

### 3.5.4 The Legitimate Interest

Applicants expect this processing to take place so that they can attain and keep the registered status.

### 3.5.5 Data retention period

We will keep hard or scanned copies of your application form, while you remain an Engineering Council Registrant plus 2 years, however, if your application was part of your IPEM membership application, we will keep this while you remain a member of IPEM plus 2 years.

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

We will keep an electronic record of your Engineering Council registration, invoices and payment records on our CRM system while you remain a member of IPEM plus 2 years: or if you have any other relationship with IPEM (e.g. customer) 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.

### 3.5.6 Categories of Personal Data (In addition to IPEM Membership Data)

- 
- Application Forms & Supporting Documents
- Invoices and Payment information

### **3.5.7 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.

#### **3.5.7.1 With the Engineering Council**

We share your name, date of birth, gender, email address, membership number to the Engineering Council Registration, so that they can add you to the Register and send you your certificate

We also share a sample of applications and supporting documents; and CPD returns to the Engineering Council as part of the our Licence Review, so that the Engineering Council can be assured that the registration standards are being met.

#### **3.5.7.2 Engineering Council Registration Assessors (IPEM Volunteers)**

We share your application and supporting documents for your application with the Engineering Council Registration Assessor(s) so that they can check that you meet the criteria for registration.

#### **3.5.7.3 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 updates regarding your registration and news about the Science Council.

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

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

## **3.6 Engineering Council Registrants**

### **3.6.1 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.

### **3.6.2 Purposes of the processing**

Personal information which you supply will be used to:

- To administer your Engineering Council registration
- To administer the Engineering Council's CPD scheme
- To administer the annual renewal of your registrations
- To send you updates from the Engineering Council regarding your registration.
- To contact you about and administer complaints.
- To contact you about and administer disciplinary conduct hearings

### 3.6.3 Legal basis for processing

We process personal information, with the exception of financial information under the legitimate interest basis for processing.

Financial transactions are processed under the legal basis for processing

### 3.6.4 The Legitimate Interest

Registrant's expect this processing to take place so that they can attain and keep the registered status.

### 3.6.5 Data retention period

We will keep hard or scanned copies of your application form, while you remain an Engineering Council Registrant plus 2 years, however, if your application was part of your IPEM membership application, we will keep this while you remain a member of IPEM plus 2 years.

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

We will keep an electronic record of your Engineering Council registration, invoices and payment records on our CRM system while you remain a member of IPEM plus 2 years: or if you have any other relationship with IPEM (e.g. customer) 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.

### 3.6.6 Categories of Personal Data (In addition to IPEM Membership Data)

- Engineering Council ID
- Registration History
- Registration Application Forms & Supporting Documents
- Registration Invoices and Payment information
- CPD Declaration History
- CPD summary form.

### 3.6.7 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.

#### 3.6.7.1 With the Engineering Council

We share your name, date of birth, gender, email address, membership number to the Engineering Council Registration, so that they can add you to the Register and send you your certificate

We also share the outcomes of any membership professional conduct proceedings concerning you as this may affect your Engineering Council Registration.

We also share a sample of applications and supporting documents; and CPD returns to the Engineering Council as part of the our Licence Review, so that the Engineering Council can be assured that the registration standards are being met.

#### **3.6.7.2 *Engineering Council Registration Assessors (IPEM Volunteers)***

We share your application and supporting documents for your application with the Engineering Council Registration Assessor(s) so that they can check that you meet the criteria for registration.

#### **3.6.7.3 *With IPEM's CPD Audit Panel (IPEM (IPEM Volunteers))***

We share your CPD Returns with the IPEM CPD Auditors so that they can check that you meet the standard required.

#### **3.6.7.4 *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 updates regarding your registration and news about the Science Council.

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

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

### **3.7 RCT Applicants**

#### **3.7.1 *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.

#### **3.7.2 *Purposes of the processing***

Personal information which you supply will be used to:

- To administer your application to join the RCT.

#### **3.7.3 *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.

#### **3.7.4 *Legitimate Interest***

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

#### **3.7.5 *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.

### **3.7.6 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

### **3.7.7 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.

#### **3.7.7.1 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.

#### **3.7.7.2 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.

## 3.8 RCT Registrants

### 3.8.1 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.

### 3.8.2 Purposes of the processing

Personal information which you supply will be used to:

- To administer your application to join the RCT.
- 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

### 3.8.3 Legal Basis for processing

We process your application, 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 interest's basis for processing

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

### 3.8.4 Legitimate Interest

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

### 3.8.5 Data Retention period

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

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.

### 3.8.6 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)

### 3.8.7 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.

#### 3.8.7.1 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.

#### 3.8.7.2 With IPEM's CPD Audit Panel Members (IPEM Volunteers)

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

#### 3.8.7.3 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.



### **3.8.7.4 *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.

### **3.8.7.5 *With other Registration Councils***

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

## **3.9 IPEM Journal Subscribers**

### **3.9.1 *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 the annual renewal process.

### **3.9.2 *Purposes of the processing***

Personal information which you supply will be used to:

- To administer your application for a journal subscription.
- To administer the annual renewal of your subscription
- To send you updates regarding your journal subscription
- To send you/provide access to the journal

### **3.9.3 *Legal Basis for processing***

We process your personal data, with the exception of financial information under the legitimate interest basis for processing. Financial information is processed under the legal basis for processing.

### **3.9.4 *Legitimate Interest***

Subscribers expect this processing to take place so that they can receive the journals.

### **3.9.5 *Data Retention period***

We will keep hard or scanned copies of your application form, while you remain a journal subscriber. If your application was part of your IPEM membership application, we will keep this while you remain a member of IPEM plus 2 years.

In addition we will keep a record of your personal details, registration and financial history on our CRM database while you remain a journal subscriber; 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.

### **3.9.6 *Categories of Personal Data (In addition to IPEM Membership Data)***

The categories of personal data that we process are:

- Subscription History.

- Subscription Application form
- Subscription Invoices and Payments information.

### **3.9.7 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.

#### **3.9.7.1 With our Journal Publishers**

We share limited personal data with our journal publishers so that they can provide you access to our journals.

#### **3.9.7.2 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.

## **3.10 Former & Current IPEM Clinical Technologist Training Scheme Trainees**

### **3.10.1 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 the annual renewal process.

### **3.10.2 Purposes of the processing**

Personal information which you supply will be used to:

- To administer your application for training.
- To administer your training
- To send you updates regarding your training
- To publicly congratulate you on passing the scheme (Your name only)
- To publicly promote the Technologist Training Scheme (Your name only)

### **3.10.3 Legal basis for processing**

We process your personal data, with the exception of financial information under the legitimate interest basis for processing.

Financial information is processed under the legal basis for processing.

### **3.10.4 Legitimate Interest**

Trainees expect this processing to take place so that they can be trained.

### **3.10.5 Data retention period**

We will keep hard or scanned copies of your application and training records in perpetuity.

In addition we will keep a basic record of your personal details, training and financial history on our CRM database in perpetuity.

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

### 3.10.6 Categories of personal data

The categories of personal data that we process are:

#### Personal Details

- Name
- Home Address
- Work Address
- Home Email Address
- Work Email Address
- Home Telephone Number
- Work Telephone Number
- Mobile Telephone No
- Employer
- Employer address
- Date of Birth
- Gender
- Professional Information (optional)
- Interest Information (optional)

#### Training Information

- Training history.
- Training application form & supporting documents
- Training Invoices and Payment
- Training portfolio

### 3.10.7 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.

#### 3.10.7.1 With IPEM Training Scheme Registrars (IPEM Volunteers)

We share your name, work address, work email address, work telephone number, mobile telephone number, employer, employer address, training centre, subject and training supervisor so they can assess your application to join the training scheme.

#### 3.10.7.2 With IPEM Training Scheme Moderators (IPEM Volunteers)

We share your name, work address, work email address, work telephone number, mobile telephone number, employer, employer address, training centre, subject and training supervisor so they can act as in their role as your external moderator and your supporting moderator.

#### 3.10.7.3 With IPEM Training Scheme Examiners (IPEM Volunteers)

We share your name, work address, work email address, work telephone number, mobile telephone number, employer, employer address, training centre, subject and training supervisor so they can act as an examiner in respect of your viva.

#### **3.10.7.4 *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 training scheme updates.

#### **3.10.7.5 *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.

### **3.11 Former IPEM Clinical Scientist Part 1 Trainees**

The Clinical Scientist Part 1 Training Scheme is now closed.

#### **3.11.1 *How we collect your data***

We collected your data in a variety of ways, starting at the point of application where we collected the data from you directly. You had 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 the annual renewal process.

#### **3.11.2 *Purposes of the processing***

Personal information which you supply will be used to:

- To keep evidence of competence

#### **3.11.3 *Legal basis for processing***

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

#### **3.11.4 *Legitimate Interest***

Former trainees expect this processing to take place so that they can have a permanent record of their training

#### **3.11.5 *Data retention period***

We will keep hard or scanned copies of your application and training records in perpetuity.

In addition we will keep a basic record of your personal details, training and financial history on our CRM database.

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

#### **3.11.6 *Categories of personal data***

The categories of personal data that we process are:

Personal Details

- Name
- Home Address
- Work Address
- Home Email Address
- Work Email Address
- Home Telephone Number

- Work Telephone Number
- Mobile Telephone No
- Employer
- Employer address
- Date of Birth
- Gender
- Professional Information (optional)
- Interest Information (optional)

#### Training Information

- Training history
- Training application form & supporting documents
- Training Invoices and Payment
- Training portfolio
- Examiners Reports
- Appeal records

### **3.11.7 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.

#### **3.11.7.1 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.

## **3.12 Former & Current IPEM Clinical Scientist Part 2 Trainees**

### **3.12.1 How we collect your data**

We collected your data in a variety of ways, starting at the point of application where we 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 the annual renewal process.

### **3.12.2 Purposes of the processing**

Personal information which you supply will be used to:

- To administer your application for training.
- To administer your training
- To send you updates regarding your training
- To keep evidence of competence

### **3.12.3 Legal basis for processing**

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

### 3.12.4 Legitimate Interest

Trainees expect this processing to take place so that they can have a permanent record of their training

### 3.12.5 Data retention period

We will keep hard or scanned copies of your application and training records in perpetuity.

In addition we will keep a basic record of your personal details, training and financial history on our CRM database.

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

### 3.12.6 Categories of personal data

The categories of personal data that we process are:

#### Personal Details

- Name
- Home Address
- Work Address
- Home Email Address
- Work Email Address
- Home Telephone Number
- Work Telephone Number
- Mobile Telephone No
- Employer
- Employer address
- Date of Birth
- Gender
- Head of Department name and address
- Part II Supervisor name and address
- Professional Information (optional)
- Interest Information (optional)

#### Training Information

- Training history
- Training application form & supporting documents
- Examiners Reports

### 3.12.7 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.

#### 3.12.7.1 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 training scheme updates.

### **3.12.7.2 *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.

### **3.12.7.3 *With IPEM Training Scheme Registrars (IPEM Volunteers)***

We share your name, home address, work address home email address, work email address, home telephone number, work telephone number, mobile telephone number, gender, date of birth, employer, employer address, training centre, subject and training supervisor, training supervisor's address, head of department and head of departments address, so they can assess your application to join the training scheme.

### **3.12.7.4 *With IPEM Training Scheme Moderators (IPEM Volunteers)***

We share your name, home address, work address, home email address, work email address, home telephone number, work telephone number, mobile telephone number, gender, date of birth, employer, employer address, training centre, subject and training supervisor, training supervisor's address, head of department and head of departments address, so they can act as in their role as your external moderator and your supporting moderator.

### **3.12.7.5 *With IPEM Training Scheme Examiners (IPEM Volunteers)***

We share your name, work address, work email address, work telephone number, mobile telephone number, employer, employer address, training centre, subject and training supervisor so they can act as an examiner in respect of your viva.

## **3.13 IPEM CPD Scheme Subscribers**

### **3.13.1 *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 the annual declaration process and audit.

### **3.13.2 *Purposes of the processing***

Personal information which you supply will be used to:

- To administer your application for CPD
- To administer the CPD annual declaration
- To administer the annual CPD audit
- To send you updates on the CPD Scheme.

### **3.13.3 *Legal basis for processing***

CPD Scheme Subscribers consent to this processing taking place.

### **3.13.4 *Data retention period***

We will keep hard or scanned copies of your application form, while you remain on the CPD Scheme plus 2 years, however, if your application was part of your IPEM membership application, we will keep this while you remain a member of IPEM plus 2 years.

We will keep electronic copies of your CPD declaration and your CPD summary form (if selected for audit) for the current year and the previous two years. We will keep an electronic record of your CPD annual return, audit records, invoices and payment records on our CRM system while you remain a CPD Scheme Subscriber plus 2 years: or if you have any other relationship with IPEM (e.g. IPEM member) until we have no longer a legal basis for processing this data.

### 3.13.5 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
- Employer Name
- Employer Address
- Date of Birth
- Gender
- Professional Information (optional)
- Interest Information (optional)

#### CPD Information

- CPD Application Form
- CPD Annual Declarations.
- CPD Summary Forms
- CPD Invoices and Payment
- CPD Audit Results

### 3.13.6 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

#### 3.13.6.1 With IPEM CPD Auditors (IPEM Volunteers)

We share your CPD summary forms with the IPEM CPD Auditors

#### 3.13.6.2 With the Science Council (if a Science Council Registrant)

Any negative results for Science Council Registrants are shared with the Science Council

#### 3.13.6.3 With the Engineering Council (if an Engineering Council Registrant)

Any negative results for Engineering Council Registrants are shared with the Engineering Council

#### 3.13.6.4 With the RCT (if a RCT Registrant)

Any negative results for RCT Registrants are shared with the RCT Management Panel.



### **3.13.6.5 *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 CPD scheme updates.

### **3.13.6.6 *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.

## **3.14 *IPEM Working Group and Committee Members***

### **3.14.1 *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.

### **3.14.2 *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

### **3.14.3 *Legal basis for processing***

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

### **3.14.4 *Legitimate Interest***

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

### **3.14.5 *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.

### **3.14.6 *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

### **3.14.7 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.

#### **3.14.7.1 With other Members**

We share your email contact details and the committee minutes with other members on the same committee. In some cases we may share your 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.

#### **3.14.7.2 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.

#### **3.14.7.3 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.

## **3.15 IPEM External Representatives**

### **3.15.1 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.

### **3.15.2 Purposes of the processing**

Personal information which you supply will be used to:

- To keep a history of IPEM's External Representatives
- To pay expenses

### **3.15.3 Legal basis for processing**

We process your personal data under the legitimate interest basis for processing, except financial data, which is processed under the legal basis for processing.

### 3.15.4 Legitimate Interest

External representatives expect this processing to take place so that they can achieve the objectives of the external group and have their expenses paid by IPEM.

### 3.15.5 Data retention period

We will keep an electronic record of your external representation for IPEM in perpetuity, for historical purposes.

We keep a copy of any reports that you have submitted in accordance with our document retention policy.

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.

### 3.15.6 Categories of personal data

#### Personal Details

- Name
- Email address
- Role
- Term of Office
- Expense Payments

#### External Representatives Information

- Reports to IPEM Committees on progress
- Details of external group
- Details of expense claims

### 3.15.7 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.

#### 3.15.7.1 *With the External Group*

We share your email address with members of the external groups so that they can send you details of meetings, agendas, papers and minutes.

#### 3.15.7.2 *With the IPEM Members*

We share your reports with IPEM committees and members

#### 3.15.7.3 *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.

## **3.16 IPEM Professional Contributors (IPEM Volunteers)**

### **3.16.1 How do 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.

### **3.16.2 Purposes of the processing**

Personal information which you supply will be used to:

- To administer professional contributions
- To send you documents to process
- To keep a history of IPEM's volunteers
- To pay expenses.

### **3.16.3 Legal basis for processing**

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

### **3.16.4 Legitimate Interest**

Professional contributors expect this processing to take place so that they can receive paperwork associated with their role at IPEM

### **3.16.5 Data retention period**

We will keep an electronic record of your contributions for IPEM in perpetuity, for historical purposes.

We keep a copy of any documents you have reviewed in accordance with our document retention policy.

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.

### **3.16.6 Categories of personal data**

Personal

- Name
- Email address

Contributors Information

- Name of Group
- Details of Role
- Details of Term
- Expense Payments

### **3.16.7 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.

#### **3.16.7.1 With the IPEM Members**

We share your reports with IPEM committee members

#### **3.16.7.2 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.

## **3.17 People who contact us by Email**

### **3.17.1 How we collect your data**

We collect data about you in a variety of ways, starting at the point of your email to us where we will collect the data from you directly. We also update this data through your subsequent contact with us.

### **3.17.2 Purposes of the processing**

Personal information which you supply will be used to:

- To respond to your email

### **3.17.3 Legal Basis for processing**

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

### **3.17.4 Legitimate Interest**

People who send email expect this processing to take place so that they can have a response to their email.

### **3.17.5 Data Retention period**

We will keep the email correspondence until the subject of the email has been addressed by us and for no longer than 3 years.

### **3.17.6 Categories of Personal Data**

- Name
- Email address.
- Contents of your email and our responses.

### **3.17.7 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

### **3.17.7.1 *With our Professional Contributors***

We may share the contents of your emails with one or more professional contributors (IPEM volunteers) so that we can provide the best response we can to your email.

### **3.17.7.2 *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

## **3.18 People who make a complaint to IPEM**

### **3.18.1 How we collect this data**

We collect data about you in a variety of ways, starting at the point of your letter/email to us where we will collect the data from you directly. We also update this data through your subsequent contact with us.

### **3.18.2 Purposes of the processing**

Personal information which you supply will be used:

- To acknowledge your complaint
- To investigate your complaint
- To provide a response to your complaint

### **3.18.3 Legal basis for processing**

We process your information under the legitimate interest basis for processing, since you expect an answer to your correspondence.

### **3.18.4 Legitimate Interest**

People who make complaints expect this processing to take place so that they can have a response to their complaint.

### **3.18.5 Data retention period**

We will keep a detailed record of your complaint until one year after the closure of the case + 1 year. We will keep a summary record of the complaint permanently

### **3.18.6 Categories of personal data**

- Your name
- Email address
- Your complaint

### **3.18.7 Who we share your data with**

#### **3.18.7.1 *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

## **3.19 People who make a complaint to the RCT**

### **3.19.1 How we collect this data**

We collect data about you in a variety of ways, starting at the point of your letter/email to us where we will collect the data from you directly. We also update this data through your subsequent contact with us.

### **3.19.2 Purposes of the processing**

Personal information which you supply will be used

- To acknowledge your complaint
- To investigate your complaint
- To provide a response to your complaint

### **3.19.3 Legal basis for processing**

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

### **3.19.4 Legitimate Interest**

People who make complaints expect this processing to take place so that they can have a response to their complaint.

### **3.19.5 Data retention period**

We will keep a detailed record of your complaint until one year after the closure of the case + 1 year. We will keep a summary record of the complaint permanently

### **3.19.6 Categories of personal data**

Personal Details

- Your name
- Your address (if provided)
- Email address (if provided)
- Your complaint

### **3.19.7 Who we share your data with**

#### **3.19.7.1 *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

## **3.20 People who book on an IPEM conference/meeting/event**

### **3.20.1 How we collect your data**

We collect data about you in a variety of ways, starting at the point where you book on a conference/meeting/event and we will collect the data from you directly. We also update this data through your subsequent contact with us.

### **3.20.2 Using your personal information**

Personal information which you supply will be used to:

- To administer your attendance at a meeting/conference/event.
- To provide other delegates and exhibitors a delegate list, if you consent to this
- To send you details of future Conferences, meeting or events
- To process payments for your Registration

### 3.20.3 Legal Basis for processing

We process your information, with the exception of financial information and marketing information under the legitimate interest basis for processing, since delegates will expect this processing to take place so that they can attend the Conference.

We will process your financial information under the Legal basis for processing; and

Marketing information will be provided under the consent basis for processing (except for members of IPEM, which will be provided under the legitimate interest basis for processing)

### 3.20.4 Legitimate Interest

People who book on an IPEM conference/meeting/event expect this processing to take place so that they can receive information about the event.

### 3.20.5 Data Retention period

We will keep an electronic record of your booking, invoices and payment records on our CRM database for 2 years; or if you have any other relationship with IPEM (e.g. IPEM member) until we have no longer a legal basis for processing this data.

We will also keep your invoices and payment records on our finance system for 6 years in accordance with our legal obligations

### 3.20.6 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
- Interest Information

#### Conference Information



- Name of Conference
- Dates of Conference
- Dietary Requirements
- Access Requirements
- Payment Information

### **3.20.7 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.

#### **3.20.7.1 With our Exhibitors and other Delegates**

We will provide our exhibitors with a list of delegates, including; name, city if you consent to this.

#### **3.20.8 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.

#### **3.20.9 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 details of future conferences, meeting or events

## **3.21 People who are an Invited Speaker at an IPEM event**

### **3.21.1 How we will collect your data**

#### **3.21.2 Purposes of the processing**

Personal information which you supply will be used:

- To administer your attendance at the event
- To market the event
- To pay expenses
- To share knowledge

#### **3.21.3 Legal basis for processing**

We process your personal information, with the exception of financial information under the legitimate interest basis for processing.

We will process your financial information under the Legal basis for processing

#### **3.21.4 Legitimate Interest**

People who speak at an IPEM conference/meeting/event expect this this processing to take place so that they can receive information about the event and share their knowledge.

### 3.21.5 Data retention period

We will keep your personal details in the form of speaker abstracts, speaker biographies and copies of the event program in perpetuity.

We will also keep your expense claims and a record of your financial history (payments) on our finance system for 6 years in accordance with our legal obligations.

### 3.21.6 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
- Interest Information

#### Speaker Details

- Name of talk
- Name of Event
- Date of Event
- Abstract
- Copy of Presentation
- Speaker Biography
- Copy of Program
- Dietary requirements

### 3.21.7 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

#### 3.21.7.1 With the Exhibitors and Delegates

We will share limited personal data (your name and your abstract) with exhibitors and delegates via the conference pack and on our website

### **3.21.7.2 *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.

## **3.22 People who apply for IPEM awards and grants**

### **3.22.1 How we collect your data**

We collect data about you in a variety of ways, starting at the point where you apply for an award or grant, where we will collect the data from you directly. We also update this data through your subsequent contact with us.

### **3.22.2 Purposes of the processing**

Personal information which you supply will be used

- To communicate with you regarding the grant/award
- To pay grants and awards
- To pay any expenses

### **3.22.3 Legal basis for processing**

We process your information, with the exception of financial information under the legitimate interest basis for processing.

We will process your financial information under the Legal basis for processing

### **3.22.4 Legitimate Interest**

People who apply for IPEM grants/awards expect this processing to take place so that they can tell people about their award/grant.

### **3.22.5 Data retention period**

We will keep a paper/scanned copy of your application until the award decision has been made. If you are successful we will keep the application until both parties have completed their obligations regarding the award, in addition we will keep limited information your name, the year of the award and the name of the award in perpetuity.

We will keep minimum details of your grant/award on our CRM database/website in perpetuity as this forms part of the history of IPEM.

We will also keep your expense claims and grant /award payments and a record of your financial history (payments) on our finance system for 6 years in accordance with our legal obligations.

### **3.22.6 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
- Interest Information

#### Grant/Award Details

- Name of Award
- Date of Award
- Amount of Award
- Bank Details for payment of award

#### **3.22.7 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.

##### **3.22.7.1 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.

##### **3.22.7.2 With the General Public**

We share limited personal data (name, job title, employer, the name and date of the grant/award) via the IPEM website and other communications media.

### **3.23 People who are nominated for Prizes and Awards and Honorary Fellowships**

#### **3.23.1 How we collect your data**

We collect data about you in a variety of ways, starting at the point where you are nominated for a prize, award or honorary fellowship.

#### **3.23.2 Purposes of the processing**

Personal information which we receive will be used

- To decide whether to award you or prize or nominate you for an external prize or award
- Limited information will be kept if IPEM you are successful in receiving an IPEM award, prize or honorary fellowship.

- To pay any financial award applicable

### 3.23.3 Legal basis for processing

We process your information, under the legitimate interest basis for processing.

We will process your financial information under the Legal basis for processing

### 3.23.4 Legitimate Interest

People who are nominated prizes and awards and honorary fellowships expect this processing to take place so that they can be considered for and receive a prize, award or honorary fellowship

People who are nominated for external prize or award expect this processing to take place so that they can be nominated by IPEM for an external prize or award,

### 3.23.5 Data retention period

We will keep a copy of your nomination until the award decision has been made. If you are successful, we will keep limited information your name, the year of the award and the name of the award in perpetuity.

We will keep minimum details of your grant/award on our CRM database/website in perpetuity as this forms part of the history of IPEM.

### 3.23.6 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
- Interest Information

#### Grant/Award Details (

- Name of Award
- Date of Award
- Amount of Award (If applicable)
- *Bank Details for payment of award (if applicable)*

### **3.23.7 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.

#### **3.23.7.1 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.

#### **3.23.7.2 With the General Public**

We share limited personal data (name, job title, employer, the name and date of the grant/award) via the IPEM website and other communications media.

## **3.24 Customers**

### **3.24.1 How we collect your data**

We collect data about you in a variety of ways, starting at the point where you place an order for goods and services, where we will collect the data from you directly. We also update this data through your subsequent contact with us.

### **3.24.2 Purposes of the processing**

Personal information which you supply will be used

- To provide the goods and service requests
- To collect payment
- To send you details of other goods and services

### **3.24.3 Legal basis for processing**

We process your information, with the exception of financial information under the performance of a contract basis for processing.

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

### **3.24.4 Data retention period**

We will keep an electronic record of your purchases, invoices and payment records on our CRM system for 2 years: or if you have any other relationship with IPEM (e.g. IPEM member) until we have no longer a legal basis for processing this data.

### **3.24.5 Categories of personal data**

We will keep the following categories of personal data:

Personal Details

- Name
- Finance Address
- Delivery Address

#### Purchase Details

- Details of Product/Service
- Date of Purchase
- Payment Details
- Delivery address

#### **3.24.6 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.

##### **3.24.6.1 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.

### **3.25 People who provide images and photographs**

#### **3.25.1 How we collect your data**

We collect data about you in a variety of ways, starting at the point where you agree to provide an image or photograph. We also update this data through your subsequent contact with us.

#### **3.25.2 Purposes of the processing**

Personal information (images/photographs) which you supply will be used

- To create IPEM materials (e.g. posters, leaflets)
- To promote IPEM via its IPEM's media - Newsletter, Magazine or Website
- To promote IPEM and Physics and Engineering in Medicine via other media.

#### **3.25.3 Legal basis for processing**

We process your information under the consent basis for processing.

#### **3.25.4 Consent**

You have the right to withdraw your consent at any time, without affecting the lawfulness of processing based on consent before its withdrawal.

#### **3.25.5 Data retention period**

We will keep your image while this remains useful to IPEM, unless you withdraw your consent.

#### **3.25.6 Categories of personal data**

We will keep the following categories of personal data:

#### Personal Details

- Name
- Email Address

#### Image Details

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Document Number: 0460  
Version Number: 03.00  
Issue Date: 26-01-2021  
Revised by: Kathryn Surtees

- The Image
- Date of Image
- Date of Consent

### **3.25.7 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.

#### **3.25.7.1 With third party to Promote IPEM/Physics & Engineering in Medicine**

We share some of your data (images) with other organisations (Free of charge) to promote IPEM and Physics and Engineering in Medicine.

#### **3.25.7.2 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.

## **3.26 People who provide workforce information**

### **3.26.1 How we collect your data**

We collect data about you in a variety of ways, starting at the point where you agree to provide workforce information. We also update this data through your subsequent contact with us.

### **3.26.2 Purposes of the processing**

We process your information so that we can provide anonymised workforce data to government and other policy makers

### **3.26.3 Legal basis for processing**

We process your information under the consent basis for processing.

### **3.26.4 Consent**

You have the right to withdraw your consent at any time, without affecting the lawfulness of processing based on consent before its withdrawal.

### **3.26.5 Data retention period**

We will keep your details while this remains useful to IPEM, unless you withdraw your consent.

### **3.26.6 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
- Interest Information

### **3.26.7 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.

#### **3.26.7.1 With our Survey Software Provider**

We share your name and preferred email address to our survey provider, so that we can send you surveys regarding IPEM Membership, Workforce and other related items. The results of the survey will also be stored by our Survey Software Provider.

#### **3.26.7.2 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.

## **3.27 People who respond to surveys**

### **3.27.1 How we collect your data**

We collect data about you in a variety of ways, starting at the point where you agree to respond to a survey. We also update this data through your subsequent contact with us.

### **3.27.2 Purposes of the processing**

The purpose of the processing will be provided at the start of the survey

### **3.27.3 Legal basis for processing**

We process your information under the consent basis for processing.

### **3.27.4 Consent**

You have the right to withdraw your consent at any time, without affecting the lawfulness of processing based on consent before its withdrawal.

### **3.27.5 Data retention period**

We will keep your details for up to five years following the closure of the survey

### 3.27.6 Categories of personal data

We will keep the following categories of personal data:

#### Personal Details

- Name
- Email address provided in the survey response
- Name of employer
- Opinions provided in the survey response

### 3.27.7 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.

#### 3.27.7.1 With our Survey Software provider

We share your name and preferred email address to our survey provider, so that we can send you surveys. The results of the survey will also be stored by our Survey Software Provider.

#### 3.27.7.2 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.

## 3.28 People who sign up for our Newsletters

### 3.28.1 How we collect your data

We collect data about you in a variety of ways, starting at the point where you sign up for our newsletter. We also update this data through your subsequent contact with us.

### 3.28.2 Purposes of the processing

We process your information so that we can provide you with a Newsletter regarding IPEM's activities and items of interest.

### 3.28.3 Legal basis for processing

We process your information under the consent basis for processing.

### 3.28.4 Consent

You have the right to withdraw your consent at any time, without affecting the lawfulness of processing based on consent before its withdrawal.

### 3.28.5 Data retention period

We will keep your details while this remains useful to IPEM, unless you withdraw your consent.

### 3.28.6 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
- Interest Information

### **3.28.7 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.

#### **3.28.7.1 With our Survey Software Provider**

We share your name and preferred email address to our survey provider, so that we can send you surveys regarding IPEM Membership, Workforce and other related items. The results of the survey will also be stored by our Survey Software Provider.

#### **3.28.7.2 With our Mailing House Provider**

We share your name and preferred membership address (Home or Work) with our mailing house so that Scope, our membership magazine, can be delivered to you.

#### **3.28.7.3 With our Marketing and Bulk Email Provider**

We share your name and preferred email address to our e-mail marketing provider, so that we can send you the newsletters; updates; details of up-coming meetings, conferences or events that you might be interested in ; and details of products or services that we think you might be interested in.

#### **3.28.7.4 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.

## **3.29 People who apply to work at IPEM**

### **3.29.1 How we collect your data**

We collect data about you from the application form and any supporting documents that you send to us in response to an advert.

### 3.29.2 Purposes of the processing

Personal information (images/photographs) which you supply will be used

- To select the best candidate
- Offer the best candidate the job advertised
- To feedback to unsuccessful candidates

### 3.29.3 Legal basis for processing

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

### 3.29.4 Legitimate Interest

The applicant expects the application form to be processed so that they can provide the selection panel the information on which to appoint the best person for the job.

### 3.29.5 Data retention period

We will only keep your Equality Opportunities Monitoring information until we have updated the anonymised Equal Opportunities monitoring spreadsheet and no longer than 7 days.

If you are unsuccessful we will keep application form for 6 months to allow feedback and recruitment of other similar posts that become vacant.

If you are successful we will keep your application form until termination of your contract + 6 years

### 3.29.6 Categories of personal data

We will keep the following categories of personal data:

#### Personal Details

- Name
- Home Address
- Email Address
- Education and Qualifications
- Professional Registrations or Membership
- Employment History and main duties
- Personal Statement
- References
- Equal Opportunities Monitoring Form

### 3.29.7 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.

#### 3.29.7.1 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.

## **3.30 Current and Former Employees of IPEM**

### **3.30.1 How we collect your data**

We collect data about you in a variety of ways, starting at the point of recruitment where we will collect the data from you directly. This includes the information you would normally put in a CV or application form, and any cover letter. It also includes notes made by our selection panel during a selection interview. We collect further information directly from you when you complete forms at the start of your employment, for example, your bank, next of kin details and your health questionnaire. Other details may be collected directly from you in the form of official documentation such as your driving licence, passport or other right to work evidence.

We will collect data about you from third parties, such as employment agencies, if you come to us via an agency, and former employers when gathering references.

### **3.30.2 Purposes of the processing**

Personal information which you supply will be used

- To carry out the employment contract that we have entered into with you
- To ensure you are paid, and that sick pay or maternity/paternity pay is correctly administered
- To ensure tax and National Insurance is paid
- To carry out checks in relation to your right to work in the UK
- To make reasonable adjustments for disabled employees.
- To make decisions about who to offer initial employment to, and subsequent internal appointments, promotions etc
- To make decisions about salary and other benefits
- To provide contractual benefits to you
- To maintain comprehensive up to date personnel records about you to ensure, for example, that we have correct contact points in the event of an emergency, and that we have up to date contact details for you at home, in case we need to write to you (for example if you are off sick, long-term)
- To effectively monitor both your conduct and your performance and to undertake disciplinary or capability procedures if the need arises
- To offer an appropriate complaint process for you against decisions made about you via a grievance procedure
- To assess your training needs
- To implement an effective sickness absence management system including monitoring the amount of leave and subsequent actions to be taken including management of statutory and occupational sick pay, and the making of reasonable adjustments
- To obtain expert medical opinion when making decisions about your fitness for work, and reasonable adjustments
- To manage statutory leave and pay systems such as maternity leave and pay etc
- To complete business planning and restructuring exercises
- To deal with legal claims made against us
- To prevent fraud

- To ensure our administrative and IT systems are secure and robust against unauthorised access
- To provide you with a company credit card

### 3.30.3 Legal basis for processing

The legal basis for processing this information is the performance of a contract

### 3.30.4 Data retention period

We will keep your HR record, including copies of recruitment paperwork, job descriptions, contracts of employment, appraisals, sickness absence, holiday, training, grievance and disciplinary records until termination of your contract + 6 years

We will keep all financial records, including payroll and payment of expenses for a period of 6 years to comply with our legal obligations.

### 3.30.5 Categories of personal data

- your personal details including your name, address, date of birth, email address, phone numbers
- your photograph
- gender
- marital status
- dependants, next of kin and their contact numbers
- medical or health information including whether or not you have a disability
- information used for equality, diversity and inclusion monitoring about your sexual orientation, religion or belief and ethnic origin
- information included on your CV or application form, including references, education history and employment history
- documentation relating to your right to work in the UK
- driving licence
- bank details
- tax codes
- National Insurance number
- current and previous job titles, job descriptions, pay grades, pension entitlement, hours of work and other terms and conditions relating to your employment with us
- letters of concern, formal warnings and other documentation with regard to any disciplinary proceedings
- records of any grievance processes instigated by you
- internal performance information including measurements against targets, formal warnings and related documentation with regard to capability procedures, appraisal forms
- leave records including annual leave, family leave, sickness absence etc

### 3.30.6 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.

### **3.30.6.1 *IPEM Staff***

Your data will be shared with colleagues within the organisation where it is necessary for them to undertake their duties. This includes, for example, your line manager for their management of you, the HR department for maintaining personnel records and the payroll department for administering payment under your contract of employment.

### **3.30.6.2 *Workplace Pension Provider***

Limited data will be shared with the pension provider so that we can provide this staff benefit

### **3.30.6.3 *Income Protection Provider (Old Contacts)***

Limited data will be shared with the pension provider so that we can provide this staff benefit

### **3.30.6.4 *Company Credit Card Provider***

Limited data will be shared with the company credit card provider so that we can provide this facility.

### **3.30.6.5 *Personnel Consultant***

Limited data may be shared with the personnel consultant we retain to give us up-to-date personnel advice.

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

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

## **3.31 IPEM & IEL Trustees and Directors**

### **3.31.1 *How we collect your data***

We collect data about you in a variety of ways, starting at the point where you apply to be a Trustee/Director where we will collect the data from you directly. We also update this data through your subsequent contact with us.

### **3.31.2 *Purposes of the processing***

Personal information which you supply will be used to enable us you to fulfil your duties of a Director/Trustee.

### **3.31.3 *Legal basis for processing***

We process your information under the legal requirement for processing for current Directors and Trustees and under legitimate interest for former Directors and Trustees

### **3.31.4 *Legitimate Interest***

We keep details of former Directors/Trustees for historical purposes.

### **3.31.5 *Data retention period***

We will keep an electronic record of your personal details on our CRM system in perpetuity to keep a history of IPEM.

### 3.31.6 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
- Interest Information

### 3.31.7 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.

#### 3.31.7.1 With the Charity Commission

We share you details with the Charity Commission so that we can meet our legal requirements.

#### 3.31.7.2 With Companies House

We share you details with Companies House so that we can meet our legal requirements.

#### 3.31.7.3 With our Survey Software Provider

We share your name and preferred email address to our survey provider, so that we can send you surveys regarding IPEM Membership, Workforce and other related items. The results of the survey will also be stored by our Survey Software Provider.

#### 3.31.7.4 With our Mailing House Provider

We share your name and preferred membership address (Home or Work) with our mailing house so that Scope, our membership magazine, can be delivered to you.

#### 3.31.7.5 With our Marketing and Bulk Email Provider

We share your name and preferred email address to our e-mail marketing provider, so that we can send you the newsletters; updates; details of up-coming meetings, conferences or events that you might be interested in ; and details of products or services that we think you might be interested in.

#### 3.31.7.6 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.



### **3.31.7.7 *With IPEM's Banks and other Financial Institutions***

We share you details with Banks and other Financial Institutions so that they can meet their legal requirements regarding anti-money laundering regulations.

## **3.32 Supplier's Representatives**

### **3.32.1 How we collect your data**

We collect data about you in a variety of ways, starting at the point you either first contact us or we first contact you regarding goods and services that you may supply.

### **3.32.2 Purposes of the processing**

Personal information which you supply will be used to enable us you to contact you about your good and services and/or work

### **3.32.3 Legal basis for processing**

We process your information under the legitimate interest basis for processing your data

### **3.32.4 Legitimate Interest**

Suppliers/Professional Contacts expect us to keep their data so that we can contact them regarding the sale of goods and services.

### **3.32.5 Data retention period**

We will keep an electronic record of you while we have a financial relationship with you + 6 years.

### **3.32.6 Categories of personal data**

Personal Details

- Name
- Work Address
- Work Email Address
- Work Telephone Number
- Work Mobile Number
- Name of Employer
- Employer Address

### **3.32.7 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.

#### **3.32.7.1 *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.

### **3.33 Professional Contacts**

#### **3.33.1 How we collect your data**

We collect data about you in a variety of ways, starting at the point you either first contact us or we first contact you regarding a professional collaboration.

#### **3.33.2 Purposes of the processing**

Personal information which you supply will be used to enable us you to contact you about our collaboration.

#### **3.33.3 Legal basis for processing**

We process your information under the legitimate interest basis for processing your data

#### **3.33.4 Legitimate Interest**

Professional Contacts expect us to keep their data so that we can contact them regarding current or new professional collaborations.

#### **3.33.5 Data retention period**

We will keep an electronic record of you while we have a relationship with you + 3 years.

#### **3.33.6 Categories of personal data**

Personal Details

- Name
- Work Address
- Work Email Address
- Work Telephone Number
- Work Mobile Number
- Name of Employer
- Employer Address

#### **3.33.7 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.

##### **3.33.7.1 *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.

### **3.34 Registered Users of our Website**

#### **3.34.1 How we collect your data**

We collect data about you in a variety of ways, starting at the point where you register with the website, where we will collect the data from you directly. We also update this data through your subsequent contact with us.

### 3.34.2 Purposes of the processing

Personal information which you supply will be used to enable you to use our online functionality, like booking conferences and events and making online purchases.

### 3.34.3 Legal basis for processing

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

### 3.34.4 Legitimate Interest

### 3.34.5 Data retention period

We will keep an electronic record of your registration on our CRM system for 2 years: or if you have any other relationship with IPEM (e.g. IPEM member) until we have no longer a legal basis for processing this data.

### 3.34.6 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
- Interest Information

### 3.34.7 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.

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

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

### **3.35 International Radiation Protection Association Affiliated Members**

#### **3.35.1 How we collect your data**

We collect data about you in a variety of ways, starting at the point that you indicate on the IPEM portal that you wish to be an IRPA Affiliated member. We also update this data through your subsequent contact with us.

#### **3.35.2 Purposes of the processing**

Personal information which you supply will be used to enable us to provide the Society of Radiological Protection with a list of Fellows and Full Members who wish to be IRPA Affiliated Members.

#### **3.35.3 Legal basis for processing**

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

#### **3.35.4 Legitimate Interest**

Full members and Fellows who select to be IRPA affiliated members expect that we need to provide data to the SRP to fulfil the requirement in the UK.

#### **3.35.5 Data retention period**

We will keep an electronic record of your choice on the CRM system, while you remain an eligible member of IPEM: or if you have any other relationship with IPEM until we have no longer a legal basis for processing this data.

#### **3.35.6 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
- Interest Information

#### **3.35.7 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.

### **3.35.7.1 *The Society for Radiological Protection (SRP)***

We share your name and email address with the SRP so they can operate the partnership agreement with other UK societies involved with Radiation Protection such that members of Partner Societies (including IPEM) are eligible to be International Members of SRP and affiliated to the International Radiation Protection Association (IRPA). With our IT Software & IT Support Service Providers

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

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

## **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:

### **5.1 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](http://ico.org.uk)) who can be contacted on 0303 123 113.

### **5.2 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.

### **5.3 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](http://ipem.ac.uk)) or by emailing [membership@ipem.ac.uk](mailto:membership@ipem.ac.uk).

### **5.4 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.

### **5.5 Right of restriction of processing (Article 18)**

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

## **5.6 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.

## **5.7 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.

## **5.8 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.

## **5.9 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.

## **6 Changes to this privacy notice**

This notice was last updated on the 26<sup>th</sup> January 2021. 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).