**Application for IPEM Associate Membership**

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| Title: | Dr [ ]  Mr [ ]  Mrs [ ]  Miss [ ]  Ms [ ]  Other [ ]  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| First name(s): |  | Surname: |  |
| Gender: | Male **[ ]** Female **[ ]**  | Date of birth: |  |
| Current IPEM membership grade (*if applicable*): | [ ]  New application |
| Membership reference number (*if applicable*): |  |
| **Current postgraduate study (if applicable):** |
| Course title, including level e.g. MSc, PhD: |  | Start date: |  |
| University/college |  | Expected finish date: |  |
| **Current employment (if applicable):** |
| Job title: |  |
| Employer: |  |
| Work address (including department and postcode): | Home address (including postcode): |
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|  |  |
|  |  |
|  |  |
| Email (work): |  | Email (home): |  |
| Telephone (work): |  | Telephone (home): |  |
| Please send correspondence to: Work **[ ]** Home **[ ]**  | Mobile number: |  |
| If you are also a member of the Institute of Physics (IOP) you are entitled to 25% discount on your membership fee. Please state your IOP membership category: |  | Your IOP registration number: |  |
| Which registration(s) are you working towards?(e.g. HCPC, RCT, CEng, CSci) |  | *If you hold a current registration, you should apply for* [*Full Membership*](https://www.ipem.ac.uk/AboutIPEM/JoinIPEM/FullMembership.aspx) |
| **Eligibility for Associate Membership**Please indicate which best describes you. I am:**[ ]**  NHS trainee in medical physics or clinical engineering\***[ ]**  Working in medical physics or clinical engineering[ ]  Working in industry within a training role**[ ]**  A full-time postgraduate student**[ ]** A part-time postgraduate student**[ ]**  An apprentice with an expected completion date of ……………………… (mm/yyyy) | \*If you are training, please tick which training scheme you are following:**[ ]**  STP **[ ]**  Route 2**[ ]**  STP In Service **[ ]**  Route 2 Part II**[ ]**  NHS Scotland **[ ]**  Clinical Technologist**[ ]**  AHCS Equivalence **[ ]** Other (Please state) ……………………………………………………………  |

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| Tell us about the area you are studying or working in: |
| **Confirmation of eligibility**I have asked the following person to act as my verifier and to confirm my eligibility for Associate Membership: |
| Name: |  |
| Email: |  |
| Job title: |  |
| Relationship to me: |  |
| As part of the application process your verifier (as identified above) will be contacted to confirm your eligibility for Associate Membership.  **Your verifier should be your line manager, course tutor or supervisor.** |

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| **Declaration:**I wish to apply for Associate Membership of the Institute of Physics & Engineering in Medicine and declare that the information I have given in this application is, to the best of my knowledge, accurate and true. I agree to be governed by the Rules of IPEM, including its Code of Professional Conduct, and accept that any breaches of the Rules or the Code of Professional Conduct will be dealt with under IPEM's Disciplinary Procedure. |
| Signature: | Date: |
|  |  |
| As a new member you will have access to our Communities of Interest (COI). This is a site that combines the benefits of a mail base, a networking platform and a resource library. It enables professional collaboration, discussion and sharing documents. Please tick which Communities of Interest you would like to be added to in the first instance. Other Communities of Interest are available. Please take a look around the COI platform for further information. We will arrange for posts to me emailed to you daily, however, you can change these settings by clicking your silhouette (top right) and navigating to My Account > Community Notifications, where you can opt for your posts to be emailed in either in real time, daily or as a daily or weekly digest. Or you can choose to receive no emails. You can reply to posts directly from your email, including with attachments, so you don’t need to log in to participate.You can also unsubscribe from your Communities by navigating to the Community and clicking Settings > Unsubscribe, or by unsubscribing via the link at the bottom of a community email. |
| **[ ]** Academic**[ ]** Diagnostic Radiology**[ ]** Industry**[ ]** Informatics and Computing**[ ]** Magnetic Resonance**[ ]** Nuclear Medicine | **[ ]** Physiological Measurement **[ ]** Radiation Protection**[ ]** Radiotherapy**[ ]** Rehabilitation and Biomechanics**[ ]** Trainee**[ ]** Ultrasound and Non-Ionising Radiation |
| Please sign and send your completed form to:Membership and Training Department, IPEM, Fairmount House, 230 Tadcaster Road, York, YO24 1ES or email: membership@ipem.ac.uk |

**Privacy Policy**

# Overview

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

# **Data controller**

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

# What Information we collect about you

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

## IPEM Membership Applicants

### 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.

### 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.

### Legal basis for processing

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

### Legitimate interest

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

### 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.

### 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 Application Form & Supporting Documents

### Who we share your data with

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

#### With our IT software and 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.

# How we will keep your data safe

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

# Your rights

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

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

Here is a short description of your rights:

## Right to lodge a complaint with a supervisory authority

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

## Right of access (Article 15)

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

## Right to rectification (Article 16)

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

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

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

## Right of restriction of processing (Article 18)

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

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

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

## Right to data portability (Article 20)

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

## Right to object (Article 21)

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

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

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

# Changes to this privacy notice

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