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Proposer/Supporter Form for Fellowship Applications

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| Your name, ­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has been given as a proposer/supporter for an application for Fellowship by: | |
| Name of applicant: |  |

|  |  |
| --- | --- |
| *Please complete all sections of this form, in full, referring to the guidance notes for Fellowship proposers/ supporters prior to completion.* | |
| Please justify your suitability to propose/support the applicant: | |
| Please advise the number of years over which your opinion has been formed of the applicant’s work in medical physics and/or bio-medical engineering: | |
| Please confirm the capacity of your association, past or present, with the applicant: | |
| Please write an informed narrative to propose/support the applicant detailing a summary of their contribution on the topics that the Fellowship Panel will assess, namely: research and development, professional practice in the workplace and professional practice by contributions to professional objectives (*please use an additional sheet if required*): | |
| Do you support the application? Please tick as appropriate:  **Yes – strongly  Yes  Yes – marginally** | |
| Signature: |  |
| Print name: |  |
| Date: |  |

Please provide the Fellowship applicant you are supporting with your completed form. Applications will not be processed by IPEM until all forms have been submitted by the applicant.

### If you have any questions and the proposer, please 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](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)

# 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.

## Professional Contacts

### How we collect your data

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

### Purposes of the processing

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

### Legal basis for processing

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

### Legitimate interest

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

### Data retention period

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

### Categories of personal data

*Personal Details*

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

### 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](mailto: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).