

**Application from an IPEM accredited MSc course**

**of education to participate in the**

**IPEM Student Prize Award Scheme**

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| **University/HEI name:** |  |
| **University/HEI address:** |  |
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|  |
| **University/HEI post code:** |  |
| **Course leader title:** | Professor [ ]  Dr [ ]  Eur Ing [ ]  Mr [ ]  Mrs [ ]  Miss [ ]  Ms [ ]  Other [ ]  |
| **Course leader first name:** |  |
| **Course leader surname:** |  |
| **Course leader email:** |  |
| **Accredited course details** |
| **Course title:** |  |
| **Course length:** |  |
| **Accredited by IPEM from:**  |  |  |  |  |  |  | **To:** |  |  |  |  |  |  |
| **OR if pending, date submitted:**  |  |  |  |  |  |  |  |
| **Prize applying for:** |  |
| Application and UndertakingsIn applying for approval of participation in the IPEM Student Prize Scheme, I agree that:1. Only bona fide students on the relevant year of each1 approved IPEM-accredited course will be considered for each annual prize.
2. The decision on best project (or equivalent) shall be made by the university, and the request for payment submitted to the Prizes and Awards administrator together with the name of the prize winner and the title of the project.
3. The prize winner will be sent, via the university, a Prize Certificate and £250.
4. The university send a digital photograph of any presentation ceremony at the university for publication on IPEM’s website

The prize winner will write an article about the course and the prize-winning project for possible publication in SCOPE or on the IPEM website. |

1 If a university has more than one accredited course, there can be a Student Prize for each course. A separate application should be made for each course.

Please return the completed form to:**training@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 Claire Sharpe and she can be contacted by emailing claire@ipem.ac.uk

# What Information we collect about you

### How we collect your data

We collect your data on the Expense Claim Form and any subsequent contact with us.

### Purposes of the processing

Personal information which you supply to us on the Expenses Claim Form is used to pay your expenses.

### Legal basis for processing

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

### Legitimate interest

Claimants 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 expenses form and receipts and an electronic record on our Finance System for a minimum of 6 years and a maximum of 7 years to comply with our legal obligations.

### Categories of personal data

We will keep the following categories of personal data:

*Personal Details*

* Name
* Home Address
* Membership Number

*Expenses Information*

* *Meeting Details*
* *Claim Details*

### 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.

***Right to erasure ‘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 to the 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).