

**Summary of CPD Activity**

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| Name: |  | Job title: |  | Year: |  |

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| Date | Description | Type of activity | Benefits to self/own practice | Benefits/impact to service | Supporting evidence | Time (hours) |
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| Please submit this form electronically in .doc or .pdf format. Handwritten and/or photographed submissions will not be accepted. |

**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.

## IPEM CPD Scheme Subscribers

### 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.

### Purposes of the processing

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

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

**3.1.2   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.

**3.1.3   Legal basis for processing**

CPD Scheme Subscribers consent to this processing taking place.

**3.1.4   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.

**3.1.5   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

**3.1.6   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

**3.1.6.1  With IPEM CPD Auditors (IPEM Volunteers)**

We share your CPD summary forms with the IPEM CPD Auditors.

**3.1.6.2  With the Science Council (if a Science Council Registrant)**

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

**3.1.6.3  With the Engineering Council (if an Engineering Council Registrant)**

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

**3.1.6.4  With the RCT (if a RCT Registrant)**

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

**3.1.6.5  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.

**3.1.6.6  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.

# 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).