

**Declaration of Interests form 2021/2022**

I, Benjamin Metcalfe, as a Trustee of IPEM have set out below my interests in accordance with the organisation's conflicts of interest policy.

Category	<i>Please give details of the interest and whether it applies to yourself or, where appropriate, a member of your immediate family, connected person or some other close personal connection.</i>
Current employment and any previous employment in which you continue to have a financial interest.	Assistant Professor, University of Bath, UK Visiting Professor, University of Aalborg, Denmark
Appointments (Voluntary or otherwise), e.g. trusteeships, directorships, local authority membership, tribunals etc.	Trustee of the charity Designability
Membership of any professional bodies, special interest group or mutual support organisations.	Member of the IET Fellow of the HEA Member of the IMechE
Investments in unlisted companies, partnerships and other forms of business, major shareholdings e.g. more than 5% of issued capital and beneficial interests.	N/A
Gifts or hospitality offered to you by external bodies and whether this was declined or accepted in the last twelve months.	N/A
Do you use, or care for a user of the organisation's services?	N/A
Any contractual relationship with the charity or its subsidiary.	N/A
Any other conflicts that are not covered by the above.	N/A

To the best of my knowledge, the above information is complete and correct. I undertake to update as necessary the information provided, and to review the accuracy of the information on an annual basis. I give my consent for it to be used for the purpose described in the conflicts of interest policy and for no other purpose.

Signed: B Metcalfe

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Position: Member Trustee

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Date: 23<sup>rd</sup> September 2021

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## **Privacy Policy**

### **1.1.1 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.

### **1.1.2 Purposes of the processing**

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

### **1.1.3 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

### **1.1.4 Legitimate Interest**

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

### **1.1.5 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.

### **1.1.6 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

### **1.1.7 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.

#### **1.1.7.1 With the Charity Commission**

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

#### **1.1.7.2 With Companies House**

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

**1.1.7.3 *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.

**1.1.7.4 *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.

**1.1.7.5 *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.

**1.1.7.6 *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.