

Privacy Policy

1 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.

2 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

3 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.

3.1 Former and current IPEM Clinical Technologist Training Scheme Trainees

3.1.1 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 renewal process.

3.1.2 Purposes of the processing

Personal information which you supply will be used to:

- To administer your application for training.
- To administer your training
- To send you updates regarding your training
- To publicly congratulate you on passing the scheme (your name only)
- To publicly promote the Technologist Training Scheme (your name only)

3.1.3 Legal basis for processing

We process your personal data, with the exception of financial information under the legitimate interest basis for processing.

Financial information is processed under the legal basis for processing.

3.1.4 Legitimate interest

Trainees expect this processing to take place so that they can be trained.

3.1.5 Data retention period

We will keep hard or scanned copies of your application and training records in perpetuity.

In addition we will keep a basic record of your personal details, training and financial history on our CRM database in perpetuity.

We will also keep a record of your financial history on our finance system for 6 years in accordance with our legal obligations.

3.1.6 Categories of personal data

The categories of personal data that we process are:

Personal Details

- Name
- Home Address
- Work Address
- Home Email Address
- Work Email Address
- Home Telephone Number
- Work Telephone Number
- Mobile Telephone No
- Employer
- Employer address
- Date of Birth
- Gender
- Professional Information (optional)
- Interest Information (optional)
- Training Information
- Training history.
- Training application form and supporting documents
- Training Invoices and Payment
- Training portfolio

3.1.7 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.

3.1.7.1 With IPEM Training Scheme Registrars (IPEM Volunteers)

We share your name, work address, work email address, work telephone number, mobile telephone number, employer, employer address, training centre, subject and training supervisor so they can assess your application to join the training scheme.

3.1.7.2 With IPEM Training Scheme Moderators (IPEM Volunteers)

We share your name, work address, work email address, work telephone number, mobile telephone number, employer, employer address, training centre, subject and training supervisor so they can act as in their role as your external moderator and your supporting moderator.

3.1.7.3 With IPEM Training Scheme Examiners (IPEM Volunteers)

We share your name, work address, work email address, work telephone number, mobile telephone number, employer, employer address, training centre, subject and training supervisor so they can act as an examiner in respect of your viva.

3.1.7.4 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 training scheme updates.

3.1.7.5 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.

4 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.

5 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 charge 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).