From 1 August 2018 individuals will be automatically disqualified from acting as a trustee of a charity if:

* one or more of the reasons in Annex A apply; and
* they have not obtained a waiver of that disqualification from the Charity Commission.

Completing the declaration

Please read the automatic disqualification [guidance](https://www.gov.uk/guidance/automatic-disqualification-rules-for-charity-trustees-and-charity-senior-positions)[[1]](#footnote-1) to decide if you will be disqualified from 1 August 2018

Complete and sign this declaration to confirm that you will not disqualified.

If one of the disqualification reasons does apply, you may be able to [apply for a waiver from the Charity Commission](https://www.gov.uk/guidance/automatic-disqualification-rules-for-charity-trustees-and-charity-senior-positions#apply-waiver)[[2]](#footnote-2) which will allow you to take up or continue to act as a trustee.

Please send the completed declaration to the Head Operations and Finance for the charity’s records .

Declaration

I declare that:

* I am not disqualified from acting as a trustee from 1 August 2018; and
* I will inform the trustees promptly if, after the date of this declaration, one or more of the disqualification reasons applies to me.

Full Name:

Signature: Date:

Charity Name and Number: Institute of Physics and Engineering In Medicine Registered Charity No 1047999

**Annex A – Disqualification Reasons**

After 1 August 2018, you will be automatically disqualified from acting as a trustee if:

1. You have an **unspent** conviction for any of the following
2. an offence involving **deception or dishonesty**
3. a **terrorism** offence
   1. to which Part 4 of the Counter-Terrorism Act 2008 applies
   2. under sections 13 or 19 of the Terrorism Act 2000
4. a **money laundering** offence within the meaning of section 415 of the Proceeds of Crime Act 2002
5. a **bribery** offence under sections 1, 2, 6 or 7 of the Bribery Act 2010
6. an offence of **contravening a Commission Order or Direction** under section 77 of the Charities Act 2011
7. an offence of **misconduct in public office, perjury** or **perverting the course of justice** yes/no
8. In relation to the above offences, an offence of: attempt, conspiracy, or incitement to commit the offence; aiding, or abetting, counselling or procuring the commission of the offence; or, under Part 2 of the Serious Crime Act 2007(encouraging or assisting)in relation to the offence
9. You are **on the sex offenders register** (ie. subject to notification requirements of Part 2 of the Sexual Offences Act 2003)
10. You have an unspent sanction for **contempt of court** for making, or causing to be made, a false statement or for making , or causing to be made, a false statement in a document verified by a statement of truth
11. You have been found guilty of **disobedience to an order or direction of the Commission** under section 336(1) of the Charities Act 2011.
12. You are **a designated person** for the purposes of Part 1 of the Terrorist Asset-Freezing etc. Act 2010, or the Al Qaida (Asset Freezing) Regulations 2011.
13. You have **previously been removed as an officer, agent or employee of a charity** by the Charity Commission, the Scottish charity regulator, or the High Court due to misconduct or mismanagement
14. You have **previously been removed as a trustee** of a charity by the Charity Commission, the Scottish charity regulator, or the High Court due to misconduct or mismanagement
15. You have been **removed** **from management or control of anybody** under section s34(5)(e) of the Charities and Trustee Investment (**Scotland**) Act 2005 (or earlier legislation)
16. You are **disqualified from being a company director,** or have given a disqualification undertaking, and leave has not been granted (as described in section 180 of the Charities Act) for you to act as director of the charity
17. You are **currently declared bankrupt** (or subject to bankruptcy restrictions or an interim order)
18. You **have an individual voluntary arrangement** (IVA) to pay off debts with creditors
19. You are **subject to** a moratorium period under **a debt relief order**, or a debt relief restrictions order, or an interim order
20. You are subject to an order made under s.429(2) of the Insolvency Act 1986. (**Failure to pay under a County Court Administration Order.**)

**Privacy Policy**

### 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.

### Purposes of the processing

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

### 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

### Legitimate Interest

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

### 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.

### 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

### 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 the Charity Commission

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

#### With Companies House

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

#### 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.

#### 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.

#### 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.

#### 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.

1. <https://www.gov.uk/guidance/automatic-disqualification-rules-for-charity-trustees-and-charity-senior-positions> [↑](#footnote-ref-1)
2. <https://www.gov.uk/guidance/automatic-disqualification-rules-for-charity-trustees-and-charity-senior-positions#apply-waiver> [↑](#footnote-ref-2)