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York

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## INDEPENDENT TRUSTEE APPLICATION

Closing date: 12pm on Friday 7th June 2024

**Thank you for your interest in becoming a Trustee of IPEM. Please complete this form and return to** **jenny@ipem.ac.uk** **in Word Doc format. Applicants are also asked to submit with this application form the following:**

* Automatic disqualification declaration
* Declaration of Eligibility
1. **Personal details**

|  |  |
| --- | --- |
| Surname |  |
| Previous names (if any) |  |
| Forenames |  |
| Address |  |
| Daytime telephone no. |  |
| Mobile |  |
| Email |  |
| Preferred method of contact for this application  |  |

***This page, the Additional Information and Equality Monitoring pages to be removed before short-listing of candidates.***

**Current occupation**

|  |
| --- |
|  |

**Summary of career/experience to date**

|  |  |  |
| --- | --- | --- |
| **Dates** | **Role** | **Comments on experience, skills or knowledge gained** |
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#### Academic education / Professional qualifications

|  |  |
| --- | --- |
| Subject, Level, Grade of examination | Name of Institution |
|  |  |
|  |  |
|  |  |
|  |  |

**Professional registration or memberships (if any)**

|  |  |  |
| --- | --- | --- |
| Type of registration and awarding body | Registration Number  | Renewal Date |
|  |  |  |
|  |  |  |

**Your specific skills**

Please indicate if you have any of the following specific areas of knowledge and skills:

|  |  |  |  |
| --- | --- | --- | --- |
| **Knowledge and skill area**  | **Yes** | **No** | **Comment** |
|  |  |  |  |
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**Personal statement**

Continue on separate sheet if required.

|  |
| --- |
|  |

**Other information**

Some people are disqualified by law from being Trustees. This includes anyone who:

* has an unspent conviction for an offence involving dishonesty or deception
* is currently declared bankrupt (or is subject to bankruptcy restrictions or an interim order) or has an individual voluntary agreement (IVA) with creditors
* is disqualified from being a company director
* has previously been removed as a trustee by the Charity Commission or the High Court due to misconduct or mismanagement.

Can you confirm that you are eligible to become a Trustee?

(We will ask you to sign a formal declaration of eligibility, and of willingness to serve, if you are appointed as a Trustee.)

#### Where did you see this position advertised? Please state which publication, website, or other source e.g. word of mouth.

|  |
| --- |
|  |

**Additional information**

*This information is requested for the purpose of ensuring that we can make any reasonable adjustments required to enable you to attend for interview or to visit IPEM in advance of an interview. It will NOT be used as part of the short-listing process for interview.*

The Institute’s head office in York is situated in a large Victorian terrace house, which was converted from hotel use to offices in 1998. The office is on Tadcaster Road, near York Racecourse, about 0.8 miles from York Rail Station and within easy access of the A64 York bypass. Car parking is available at the rear of the offices.

The principal offices are on the first floor of the building, with the ground floor being used for reception, meetings and services.

There is an accessible WC on the ground floor and full wheelchair access to the ground floor from the rear (car park) entrance and throughout the ground floor.

Please let us know if you need any special arrangements to participate in the recruitment process, using the box below.

|  |
| --- |
| Do you have a disability?   |
| If yes, please give details of the nature of your disability and any special facilities or arrangements you will require to participate in this recruitment process. |

#### References

Please give details of two referees, whom we may approach about your suitability to be a Trustee. Referees should not be friends or relatives.

|  |  |  |
| --- | --- | --- |
|  | Reference One | Reference Two |
| Name |  |  |
| Job Title |  |  |
| Address/ Contact Number |  |  |
| Email address |  |  |
| Relationship |  |  |
| May we approach prior to interview? |  |  |

#### Declaration

I declare that, to the best of my knowledge and belief, the information given is true and complete.

I hereby give my consent to IPEM processing data supplied on this application form for the purpose of recruitment and selection of Trustees.

Signed Date

**Please send your application form by email to:**

email: jenny@ipem.ac.uk

**Closing date: 12pm - Friday 7th June 2024**

**Equality and Diversity Monitoring Form**

In accordance with the Institute’s Equality and Diversity Policy Statement (Document 0369), the Institute aims to provide equal opportunities to all member volunteers, employees, and job and awards applicants, and will not discriminate either directly or indirectly because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality and ethnic or national origins), religion or belief, sex or sexual orientation.

To enable us to ensure compliance with this policy, a system of monitoring has been set up. Once an appointment or award has been made, the data given on this form will be stored on computer in an anonymised format and the form will then be destroyed.

You may, of course, decide not to answer one or any of these questions but if you do respond, all information provided will be treated in confidence and will be used solely by the Institute for the purpose of providing statistics for equality policy monitoring. The form does not form part of your application and will therefore be detached from it on receipt and stored separately. It will not be included in the information passed to short-listers/awards assessors. You can always email this form separately if you wish.

**Please tick / circle the appropriate box and, where relevant, specify your answer.**

|  |  |
| --- | --- |
| **Application for:** |  |
| **Gender** |
| Female | Male | Other | Prefer not to say |
| If Other please specify: |
| **Do you identify as transgender?** |
| Yes | No | Prefer not to say |
| **Marital status** |
| Single | In a civil partnership | Married | Co-habiting | Widowed  | Divorced  | Other  | Prefer not to say |
| If Other please specify: |
| **Age band** |
| Under 18 | 18-29 | 30-39 | 40-49 | 50-59 | 60-65 | Over 65 | Prefer not to say |
| **Sexual orientation** |
| Bisexual | Gay man | Gay woman /lesbian | Heterosexual | Other  | Prefer not to say |
| If Other please specify: |
| **Do you consider yourself to have a disability?** |
| Mental disability | Physical Disability | None | Prefer not to say |
| **Ethnic group** |
| **Asian and Asian British** |
| Indian | Pakistani | Chinese | British | Bangladeshi | Other Asian |
| If Other Asian please specify: |
| **Black / African / Caribbean / Black British:** |
| African | British | Caribbean | Other Black |
| If Other Black please specify: |
| **Mixed / Multiple ethnic groups:** |
| White and Black African | White and Black British | White and Black Caribbean | White Asian  | Other mixed |
| If Other Mixed please specify: |
| **Other:** |
| Arab | Prefer not to say | Other (please specify) |
| **White:** |
| English | Irish | Scottish | Welsh | British | Gypsy / Irish Traveller | Other white |
| If Other White please specify: |
| **Religion / belief** |
| No religion | Buddhist | Christian | Hindu | Jewish | Muslim | Sikh | Prefer not to say |
| Other Religion / belief – please specify  |

For the purposes of compliance with the Data Protection Act 1998, I hereby confirm that by completing this form I give my consent to the organisation processing the data supplied on this form for the purpose of equal opportunities monitoring.

Signed: ………………………………………………..

Date: …………………………………………………..

**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 Claire Sharpe and she can be contacted by emailing claire@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.

**IPEM Professional Contributors (IPEM Volunteers)**

**How do 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.

**Purposes of the processing**

Personal information which you supply will be used to:

* To administer professional contributions
* To send you documents to process
* To keep a history of IPEM’s volunteers
* To pay expenses.

**Legal basis for processing**

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

**Legitimate Interest**

Professional contributors expect this processing to take place so that they can receive paperwork associated with their role at IPEM

**Data retention period**

We will keep an electronic record of your contributions for IPEM in perpetuity, for historical purposes.

We keep a copy of any documents you have reviewed in accordance with our document retention policy.

We will also keep your expense claims and a record of your financial history (expenses paid) on our finance system for 6 years in accordance with our legal obligations.

**Categories of personal data**

Personal

* Name
* Email address

Contributors Information

* Name of Group
* Details of Role
* Details of Term
* Expense Payments

**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 IPEM Members***

We share your reports with IPEM committee members

***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.

**People who contact us by Email**

**How we collect your data**

We collect data about you in a variety of ways, starting at the point of your email to us 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:

* To respond to your email

**Legal Basis for processing**

We process your information under the legitimate interest basis for processing.

**Legitimate Interest**

People who send email expect this processing to take place so that they can have a response to their email.

**Data Retention period**

We will keep the email correspondence until the subject of the email has been addressed by us and for no longer than 3 years.

**Categories of Personal Data**

* Name
* Email address.
* Contents of your email and our responses.

**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 Professional Contributors***

We may share the contents of your emails with one or more professional contributors (IPEM volunteers) so that we can provide the best response we can to your email.

***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.

1. **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:

**5.1 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.

**5.2 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.

**5.3 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.

**5.4 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.

**5.5 Right of restriction of processing (Article 18)**

In certain circumstances, you have the right to obtain from IPEM a restriction of processing

**5.6 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.

**5.7 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.

**5.8 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.

**5.9 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.

1. **Changes to this privacy notice**

This notice was last updated on the 25th 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).