##### **LMIC Sponsorship Award Application Form**

(To be submitted in conjunction with an application for IPEM Associate membership).

Please read the Guidance Notes before completion

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| IPEM’s international sponsorship scheme aims to extend development opportunities to individuals from Low and Middle Income Countries by giving them sponsored (i.e. free) membership and mentoring support for an introductory period of two years. Through this scheme, IPEM is seeking to identify and support future leaders to act as a seed of professional activities in LMIC.  |
| **Title:** |  Prof [ ]  Dr [ ]  Mr [ ]  Mrs [ ]  Miss [ ]  Ms [ ]  Other [ ]  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| **First name(s):** |  | **Surname:** |  |
| **Current work town:** |  | **Current work country:** |  |
| **Job title:** |  |
| **Please tell us where you heard about this award:** |  |
| **Describe in up to 250 words your current role and current professional interests:** |
|  |
| **Describe in up to 500 words how IPEM sponsorship would support you developing professional activities in your local region** (this should include key activities you plan during your sponsored years): |
|  |
| **Describe in up to 250 words your vision for professional development in your local area and internationally:** |
|  |
| **List any attachments you wish to submit to support the application which should include a brief CV as detailed in the guidance notes:** |
|  |
| **Checklist:**I confirm that I have:[ ]  Read the Guidance Notes[ ]  Completed the declaration below[ ]  Enclosed my completed Associate membership application [ ]  Enclosed the Equality and Diversity form[ ]  Enclosed my CV |
| **Declaration:**I wish to apply for the LMIC Sponsorship Award from the Institute of Physics & Engineering in Medicine and declare that the information I have given in this application is, to the best of my knowledge, accurate and true. I confirm that I am working within healthcare, as a physicist, engineer or technologist in a low or middle income country (LMIC). I agree to be governed by the Rules of IPEM, including its Code of Professional Conduct, and accept that any breaches of the Rules or the Code of Professional Conduct will be dealt with under IPEM's Disciplinary Procedure. I accept that should I no longer meet the requirements of sponsorship; it will be discontinued accordingly. |
| Signature: | Date: |
| Please sign and send your completed form by email to: membership@ipem.ac.uk |

**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.

1. **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 they can be contacted by emailing claire@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.

* 1. **LMIC Sponsorship Award**
		1. How we collect your data

We collect data about you in a variety of ways, starting at the point where you apply for an award or grant, where we will collect the data from you directly. We also update this data through your subsequent contact with us.

* + 1. Purposes of the processing

Personal information which you supply will be used

* To communicate with you regarding the grant/award
* To pay grants and awards
* To pay any expenses
	+ 1. Legal basis for processing

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

We will process your financial information under the Legal basis for processing

* + 1. Legitimate interest

People who apply for IPEM grants/awards expect this processing to take place so that they can tell people about their award/grant.

* + 1. Data retention period

We will keep a paper/scanned copy of your application until the award decision has been made. If you are successful we will keep the application until both parties have completed their obligations regarding the award, in addition we will keep limited information your name, the year of the award and the name of the award in perpetuity.

We will keep minimum details of your grant/award on our CRM database/website in perpetuity as this forms part of the history of IPEM.

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

* + 1. Categories of personal data

We will keep the following 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

Grant/Award Details

* Name of Award
* Date of Award
* Amount of Award
* Bank Details for payment of award
	+ 1. 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. With the LMIC Sponsorship Award Panel (IPEM Volunteers)

We share your application and supporting documents for your application with the LMIC Sponsorship Award Panel so that they can check that you meet the criteria for sponsorship.

* + - 1. 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. With the General Public

We share limited personal data (name, job title, employer, the name and date of the grant/award) via the IPEM website and other communications media.

* + 1. With our IT Software & IT Support Service Providers
1. **How we will keep your data safe**

We take appropriate security measures 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:

* 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.

* 1. **Right of Access**

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.

* 1. **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****.**

* 1. **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.

* 1. **Right of restriction of processing (Article 18)**

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

* 1. **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.

* 1. **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.

* 1. **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.

* 1. **Right to not 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 09th April 2021. 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).