

Instruction to your bank or building society to pay by Direct Debit

Institute of Physics & Engineering in Medicine Fairmount House 230 Tadcaster Road York North Yorkshire YO24 1ES

Name(s) of account holder(s)

Bank/building society account number

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Branch sort code

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Name and full postal address of your bank or building society

To: The Manager	Bank/building society
Address	
Postcode	

Service user number

8	3	0	2	1	7
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Reference

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Instruction to your bank or building society
Please pay the Institute of Physics and Engineering in Medicine Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with the Institute of Physics and Engineering in Medicine and, if so, details will be passed electronically to my bank/building society.


Signature(s)

Date

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Banks and building societies may not accept Direct Debit Instructions for some types of account

This guarantee should be detached and retained by the payer.



The Direct Debit Guarantee

- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit the Institute of Physics and Engineering in Medicine will notify you 14 working days in advance of your account being debited or as otherwise agreed. If you request the Institute of Physics and Engineering in Medicine to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit, by the Institute of Physics and Engineering in Medicine or your bank or building society you are entitled to a full and immediate refund of the amount paid from your bank or building society
 - If you receive a refund you are not entitled to, you must pay it back when the Institute of Physics and Engineering in Medicine asks you to.
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.

Direct Debit Application Form:

Name:	
*Title:	
*First Name:	
*Last Name:	
Contact Ref/Membership Number (if known)	
Home Address:	
*Line 1:	
Line 2:	
Line 3:	
*City:	
County:	
*Post Code:	
Confirmation : please tick all applicable box(es) Please note all fees to the Science & Engineering Council and for Journal Subscriptions must be paid annually	I would like to pay the following:
	<input type="checkbox"/> IPEM Membership Fee by MONTHLY Direct Debit or
	<input type="checkbox"/> IPEM Membership Fee by ANNUAL Direct Debit
	<input type="checkbox"/> RCT Renewal Fee by MONTHLY Direct Debit or
	<input type="checkbox"/> RCT Renewal Fee by ANNUAL Direct Debit
<input type="checkbox"/> Science Council Renewal Fee (CSci, RSci, RSci-Tech) by ANNUAL Direct Debit	
<input type="checkbox"/> Engineering Council Renewal Fee (CEng, IEng, Eng-Tech) by ANNUAL Direct Debit	
<input type="checkbox"/> Journal Subscriptions (PMB, PM, MEP) by ANNUAL Direct Debit	
	I have read, understood and accept the terms and conditions of paying my fees by Direct Debit shown overleaf
Signature: *	
Date: *	

*Mandatory Fields

(Please ensure you use your official 'Wet signature'; typed signatures cannot be accepted)

Terms and conditions of payment of annual fees by monthly Direct Debit

1. Monthly Direct Debit instalments will be the annual fee divided by 12 and rounded down to the nearest penny.
2. IPEM will collect the monthly Direct Debit instalments on the dates shown on the Direct Debit advance notification, from the IPEM member/RCT registrant's bank account. For annual renewals these are normally on the 8th of each month. For other payments these are normally on the 8th or the 22nd of the month.
3. If IPEM is unable to collect any Direct Debit instalment from any IPEM member/RCT registrant's bank account (Bounced DD collection) when it is due, then IPEM will re-present the Direct Debit Instalment collection on the next collection and inform the IPEM member/RCT registrant of this. IPEM collect on the 8th and the 22nd of each calendar month.
4. If IPEM is still unable to collect the DD instalment from the IPEM member/RCT registrant's bank account after the second attempt, then IPEM will inform the IPEM member/RCT registrant and ask the member/registrant to pay all the instalments due for the remainder of the year.
5. If an IPEM member then fails to pay all the instalments due within 30 days the IPEM Membership will be suspended. (Note this deadline will be extended to the 28th/29th February for IPEM membership if necessary to coincide with the IPEM grace rules, if applicable)
6. If an RCT registrant then fails to pay all the instalments due within 30 days the RCT registration status will be marked as lapsed.
7. If the IPEM membership is suspended, all additional products that depend on Membership of IPEM (Science Council & Engineering Council registration and Journal subscriptions) will be cancelled without refund.

Terms and conditions of payment of annual fees by Annual Direct Debit

1. IPEM will collect the Annual Direct Debit payment on the date shown on the Direct Debit advance notification from the IPEM member/RCT registrant's bank account. For annual renewals these are normally on the 8th January. For other payments these are normally the 8th or the 22nd of the month.
2. If IPEM is unable to collect any Direct Debit payment from any IPEM member/RCT registrant's bank account (Bounced DD collection) when it is due, then IPEM will re-present the Direct Debit collection on the next available collection date and inform the IPEM member/RCT registrant of this. The next collection is normally the 22nd January. For other payments these are normally on the 8th or 22nd of the month.
3. If IPEM is still unable to collect the DD payment from the IPEM member/RCT registrant's bank account after the second attempt, then IPEM will inform the IPEM member/RCT registrant and ask the member/registrant to pay the fee by another method.
4. If an IPEM member then fails to pay within 30 days the IPEM membership will be suspended. (Note this deadline will be extended to the 28th/29th February for IPEM membership if necessary to coincide with the IPEM grace rules, if applicable)
5. If an RCT registrant then fails to pay within 30 days then RCT registration status will be marked as lapsed.

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

3.1 How we collect your data

We collect your data on the Direct Debit Instruction and any subsequent contact with us, either directly or via your bank.

3.2 Purposes of the processing

Personal information which you supply to us on the Direct Debit Instruction Form is used to set up a direct debit payment of your membership, registrations or subscription fees.

3.3 Legal basis for processing

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

3.4 Legitimate interest

Claimants expect this processing to take place so that they can pay their membership, registration or subscription fees by annual or monthly direct debit.

3.5 Data retention period

We will keep hard or scanned copies of your direct debit instructions and an electronic record on our CRM system, while your instruction is still active + a minimum of 6 years and a maximum of 7 years to comply with our legal obligations.

3.6 Categories of personal data

We will keep the following categories of personal data:

Personal Details

- Name
- Home Address
- Membership Number

Direct Debit Information

- *Bank Details*
- *Account Details*

4 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.

4.1 With our IT software and IT support service providers

We share your personal data that we hold with our IT providers and IT support Service Providers to ensure that you get the best possible service.

5 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.

6 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.

Right to erasure '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 to the 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.

7 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).