



Application Form for Associate Membership

Forename(s) _____ Surname _____

Preferred Mailing Address _____

Email _____ Telephone No _____

Mobile No _____ Date of Birth ____/____/____

Country of Residence _____ Male ___ Female ___ (Tick as appropriate)

Current hospital or mental health service employer _____

Please enter your Speciality _____

Irish Medical or Dental Council Reg No. _____ (current or most recent)

Other Medical or Dental Council Reg No., if any _____

Declaration of Eligibility for Associate Membership: (Tick as appropriate)

I have commenced in or completed the final two years of my specialist training;

or

I have received a Certificate of Satisfactory Completion of Specialist Training (CSCST) from an Irish Postgraduate Training Body.

Name of Postgraduate Training Body _____

Date of CSCST ____/____/____ (or projected date if not yet received)

Please return your completed form by email to s.nutley@ihca.ie, by fax to (01) 298 9395 or by post to IHCA, Heritage House, Dundrum Office Park, Dundrum, Dublin 14

IHCA Privacy Notice for Members

Your privacy is very important to us, which is why we make sure you are always in control of what we do with your personal information.

We fully respect your right to privacy and to protection of your personal data. Any personal information which you provide to us will be treated strictly in accordance with the Data Protection Acts 1988 to 2018 and GDPR. We ask that you read this privacy statement ('Statement') carefully as it contains important information as to how we use your personal data.

The Information We Collect About You

We collect information to provide you with a better member experience and service. In order to provide you with access to our services and IHCA facilities we may require that you provide certain personal information. This information may include:

- Your name, postal address, telephone number, fax number, e-mail address, subscriber name or screen name, password used to access our services, bank details, and/or method of payment of membership fees;
- personal data related to your professional status, your MCN number, your title, your practice locations, your area of speciality, date of birth, contract documentation, salary details, superannuation details, employment history, retirement date;
- information we collect via cookies or similar technology stored on your device about how you use our website;
- your IP address;
- information from our web servers about online activity;
- information you provide if you report a problem with our website or services

We will collect and process your personal information in accordance with this Notice.

If you make an enquiry via our website, on the telephone or via email, or via any third party, we will collect the information you provide to us.

Collection and use of personal information

Personal information: information that is associated with your name or personal identity. We do not collect any personal data about you apart from information which you volunteer (for example, by emailing us, or registering with us). Any information which you provide in this way is not made available to any third parties, and is used in line with the purpose for which you provided it.

Data Protection Rights Explained

You have a number of rights which you may exercise in respect of your personal data. If you wish to exercise any of these rights, please email info@ihca.ie detailing the right that you wish to exercise together with official documentation confirming your identity such as passport, driving licence. We must respond to you without delay and in any event within one month (subject to limited extensions). You are entitled to lodge a complaint with the Data Protection Commissioner if you are not happy with our response when you choose to exercise any of your rights below. The following are a synopsis of your data protection rights. We are allowed to refuse your request in certain limited circumstances. If this arises we will let you know.

Right to information - You have a right to certain information in relation to your personal data.

Right of access - You have the right to receive information from us in relation to the personal data that we hold about you.

Right of erasure/right to be forgotten - This is your right to have information which we hold in relation to you deleted in certain circumstances.

Right to rectification - This is your right to have inaccurate personal data held by us concerning you corrected and incomplete personal data completed.

Right to object It is your right to object to the processing of your personal data by us but only where we are processing the personal data on the grounds of legitimate interest.

Right to restriction It is your right to require us to limit the processing of your personal data where certain circumstances arise.

Right to data portability This is a right to have your personal information transferred in an electronic and structured form to you or to another party This enables you to take your data from us in an electronically useable format and to be able to transfer your data to another party in an electronically useable format.

Right to object to automated decision making including profiling This is a right not to be the subject of automated decision-making by us using your personal information or profiling of you.

Right to withdraw consent where we are processing your personal data on the grounds of consent you have a right to withdraw your consent to the processing.

The IHCA at all times reserves the right to process personal data for the establishment, exercise or defence of legal claims.

Security of Your Personal Data

Any personal information that the IHCA collects about you will be treated with the highest standards of security and confidentiality, strictly in accordance with the Data Protection Acts, 1988 to 2018 and the GDPR.

Legal Basis for processing your personal data

Article 6(1)(b): processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.

Article 9(2)(d): processing is carried out in the course of its legitimate activities with appropriate safeguards by a foundation, association or any other not-for-profit body with a political, philosophical, religious or trade union aim and on condition that the processing relates solely to the members or to former members of the body or to persons who have regular contact with it in connection with its purposes and that the personal data are not disclosed outside that body without the consent of the data subjects.

Retention and Use of Your Personal Data

Use of your personal data – why and for how long:

We will only process any personal data, which you provide to us in accordance with the purpose for which it was provided. If you are an IHCA member we shall use your personal data to provide member services to you in accordance with any agreements entered into between us. For this purpose, we will store your personal data in our membership database for the purpose of providing you with member services. We may send you information by e-mail from time to time about on issues that may be of interest to you, updates, policy papers, submissions and events. You will always be provided with the opportunity to opt-out of receiving these communications; in an anonymised format for research, statistical analysis and behavioural analysis; and for diagnosing problems with the website and fraud prevention and detection. We retain your personal data in accordance with our Retention Policy.

Sensitive Information

Where we collect sensitive information for example in connection with Medical Council status or to facilitate event administration it is provided to us by you or on your behalf voluntarily. By giving us this information, you agree that we may use such information as set out in this Notice.

Changes to this Notice

We may change this Notice from time to time in order to reflect changes in the law and/or our privacy practices. We will update the date at the top of the Notice accordingly.