Corporate Membership Application Form

Please complete pages 1 and 2 of this form and return them by post or email to the above address.

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| **Company name:**  |
| **Membership grade:**[ ]  **Small** – up to 4 company representatives (£200 per annum)[ ]  **Medium** – up to 8 company representatives (£350 per annum)[ ]  **Large** – up to 12 company representatives (£510 per annum) |
| Company representativesPlease list the names of your company representatives below, as per the admissible number under the grade of membership you are applying for. Place a tick in the last column next to the representative who should be the main contact and will receive the annual subscription notice. |
| Name | Email address | **✓** |
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| Contact details for main corporate contact |
| Postal address: | Email: |
| Telephone: |
| Signature: Date: |

# Data Protection Statement

The Institution of Civil Engineers maintains SECED membership details. This includes addresses, email addresses, professional history and interest where notified. This will be used confidentially for normal purposes, including subscription collection, mailing of publications and notification of conferences and events. Overseas members may have their data transferred to International Country representatives for administration of local events in their country of residence. We also use the information to target journals, training and other services we provide. If you do not wish to receive information of this type, please inform the Data Protection Officer, in writing or by email at the address given below. PLEASE NOTE THAT OPTING OUT MEANS THAT YOU WILL NOT RECEIVE ANY SOCIETY EMAILS EITHER AS YOUR DATA WILL NOT FEED THROUGH INTO MEMBERSHIP MAILING LISTS.

We generate significant income on your behalf from carefully screened third parties who can offer you services; we only arrange this where we believe most of our members and customers will welcome the opportunity. This help to pay for enhanced services. If you do not wish to receive such information, please tick the box: [ ]

If you have any queries regarding data protection, please contact The Data Protection Officer at the Institution of Civil Engineers, One Great George Street, Westminster, London. SW1P 3AA or email dataprotection@ice.org.uk.

# Methods of payment

SECED has a policy of reducing administrative costs whenever possible and encourages members to pay annual subscriptions by Direct Debit. *This can be set up for applicants with a UK-registered bank account only.* New direct debit mandates must be completed and returned with your application to The Membership Registry Department (address on the Direct Debit form below) by 31st December for the payment to be collected in January of the following year. If the completed direct debit mandate is being returned after 1st January, payment (only for this initial subscription) should be made by cheque\* or credit card\*\*, and the Direct Debit details will then be set up for the following year. If you are setting up a Direct Debit after 31st July and before 1st October, this will not be taken until January of the following subscription year so please contact the subscriptions team when they email you your membership number to make a payment for your current year’s membership fee over the phone.

\* If you are paying by cheque please make it payable to the Institution of Civil Engineers.

\*\* If you are paying by credit card please complete the details below.

# Credit Card Payment

[ ]  I wish to pay by credit card (Visa / Mastercard).

Once your application has been processed, you (the main corporate contact) will receive a SECED welcome letter from the ICE. This welcome letter will provide you with your SECED membership number. You can then make your payment by credit card either via your MyICE account or by calling the subscriptions team on 020 7665 2227 where your payment will be processed over the phone.

MyICE is an account that you can set up using your membership number at [www.ice.org.uk/MyICE](http://www.ice.org.uk/MyICE). It will allow you to make your subscription payment, obtain receipts for your payments, process your membership renewal, make any changes to your contact information, etc.

Please contact the SECED Secretary on 020 7665 2224 if you have any queries regarding credit card payment or your MyICE account.

# https://www.bacs.co.uk/SiteCollectionImages/BacsLogos/DirectDebitLogo.jpgDirect Debit Payment

[ ]  I wish to pay by Direct Debit.

Please complete the following form.

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| **Instruction to your bank or building society to pay by Direct Debit** |
| Name and full address of your bank or building society | Name of Account Holder: |
| To: The Manager | Account number: |
| Bank/Building Society: | Branch sort code: |
| Address: | Originators identification number: **991192** |
| Postcode: | Your membership number: 00 /  |
| **Instruction to your bank or building society.** Please pay the Institution of Civil Engineers Direct Debits from the account detailed on this instruction, subject to the safeguards assured by The Direct Debit Guarantee. I understand that this instruction may remain with the Institution of Civil Engineers and, if so, details will be passed electronically to my bank / building society. |
| **Signature Date****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **The Direct Debit Guarantee**All banks and building societies that take part in the Direct Debit scheme offer the guarantee. The efficiency of the scheme is monitored by your own bank or building society. If the amount to be paid or the payment dates change the Institution of Civil Engineers will notify you 14 days in advance of your account being debited, or as otherwise agreed. If the Institution of Civil Engineers or your bank / building society makes an error, you are guaranteed a full and immediate refund from your branch of the amount paid. You can cancel a Direct Debit at any time by writing to your bank or building society. Please also send a copy of your letter to the Institution of Civil Engineers. |

# Institution of Civil Engineers & Thomas Telford Ltd Privacy Notice

This Privacy Notice has been issued by the Institution of Civil Engineers (ICE) and its wholly owned subsidiary Thomas Telford Limited (TTL), to comply with the General Data Protection Regulation (GDPR), which comes into effect on 25th May 2018. The Privacy Notice replaces any Fair Collection Notice issued under the Data Protection Act 1998.

## Data Controller

The data controller can be contacted as follows:

The Institution of Civil Engineers Telephone 0207 665 2146

One Great George Street Email: dataprotection@ice.org.uk

Westminster

London

SW1P 3AA

## Use, transfer and storage of personal data

We may hold any of the following items of personal information about you:

* Personal details including your name, ICE membership number, gender, date of birth, postal and email addresses and telephone number.
* Employee details.
* ICE membership grade.
* Details of professional journals that you may subscribe to.
* Details of your attendance at ICE events.
* Professional interests.
* Membership of professional committees.
* Details of knowledge products or services purchase from TTL.
* Details of voluntary donations made to the ICE Benevolent Fund, QUEST and/or the R&D fund.

The Institution of Civil Engineers and Thomas Telford Ltd maintain data on all members. We also maintain data on non-members who use our services. This will be used confidentially for normal purposes, including subscription and donation collection, mailing of publications, contract fulfilment when purchasing TTL products and services and notification of conferences and events. Your name and grade will be displayed on our online Members’ Directory.

We also use this information to inform you of professional knowledge products that ICE and TTL provide such as training, books, journals and model engineering contracts.

The ICE may share your data with the Engineering Council, universities at which you are studying and your employer if you are on an ICE training scheme.

Overseas members may have their data transferred to International Country representatives for administration of local events in their country of residence. Member data will also be shared with the ICE Benevolent Fund.

Personal data relating to ICE membership may be stored securely in perpetuity for historical purposes. Personal data relating to non-members and/or TTL customers will only be held for as long as needed to fulfil the purpose for which it was collected.

## Your rights in relation to your data

The purpose of this Privacy Notice is to fulfil your right to be informed about the use of your data. In addition:

* You have the right to access your personal data. If you wish to request copies of your personal data please contact the Data Protection Officer at the address above.
* You have the right to have your data rectified if it is inaccurate or incomplete.
* You have the right to have your personal data deleted or removed if there is no reason for its continued storage and processing.
* You have the right to object to your personal data being processed and to restrict the processing of your personal data in certain circumstances. While processing is restricted, the data controller is permitted to store the personal data to ensure the restriction is respected in future. You will be informed if a restriction on processing is lifted.
* You have the right to lodge a complaint about the data controller with the ICO.

Please note that if you choose to exercise your rights to withhold data or insist on its deletion, then ICE and TTL may not be able to perform their duties in relation to your professional membership of the fulfilment of contracts relating to products and services purchased.

Further details about GDPR and your rights under GDPR can be found at the ICO’s website at <https://ico.org.uk>.