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**Application for Registration as a Chartered Scientist**

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| --- | --- | --- | --- |
| First name(s): |  | Last name(s): |  |
| Title: | Prof [ ]  Dr [ ]  Mr [ ]  Mrs [ ]  Miss [ ]  Ms [ ]  Other [ ]  | Date of birth: |  |
| Home address: | Work address: |
|  |  |
|  |  |
|  |  |
|  |  |
| Postcode: | Postcode: |
| Telephone: | Telephone: |
| Email: | Email: |
| Mobile: |  |
| Preferred mailing address: Home: [ ]  Work: [ ]  |
|  | Certificate or Diploma | First Degree | Higher Degree | Doctorate |
| Institution: |  |  |  |  |
| Qualification\*: |  |  |  |  |
| Subject(s): |  |  |  |  |
| Class: |  |  |  |  |
| Year: |  |  |  |  |
| **Professional Membership** |
| CSci application through: | **Association for Clinical Biochemistry and Laboratory Medicine** |
| Membership category: |  | Date joined: |  |
| Email address (as per member record): |  |
| Existing designations (eg MSc, FRCPath): |  |
| Membership of other professional or learned bodies: |  |
| **Supporter details:** |
| First name(s): |  | Last name(s): |  |
| Membership category: |  | Date joined: |  |
| Job Title: |  |
| Work Address: |  |
|  |
| Professional relationship to applicant: |  |
| Email: |  | Tel No: |  |

\*Overseas qualifications will need to be certified by [NARIC](http://ecctis.co.uk/naric/) so please include a NARIC certificate with the application if appropriate.

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| **Declaration**I wish to apply for registration, via ACB, as a Chartered Scientist and declare that the information I have given in this application is, to the best of my knowledge, accurate and true. I agree to maintain my competence through continuing professional development (CPD), making an annual declaration of my CPD activity and making my full CPD record available for audit whenever required. I also agree to observe the Code of Professional Conduct issued by ACB and accept that any breaches of the code will be dealt with under ACB’s complaints procedure.Signature of Applicant: Date: |

 **Checklist**

**I have:**

[ ]  **Signed the application form (above)**

[ ]  **Included supporter details (above)**

[ ]  **Enclosed the completed CSci competences form**

[ ]  **Completed the payment section (below)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Payment**I hereby agree to pay to the Association for Clinical Biochemistry and Laboratory Medicine (ACB), for transmission to the Science Council, the annual fee, as the Science Council shall in subsequent years determine, by the method of payment indicated below, subject to my right each year not to renew registration and to discontinue use of the designatory letters CSci. I understand that current fees are listed on the ACB website.**Method of payment (please tick the appropriate box):**

|  |  |
| --- | --- |
| [ ]  | Direct Debit – please use the instruction already set up |
| [ ]  | I shall pay by debit/credit card via my online ACB account |

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**Data Protection**:

If your application is successful ACB will transfer relevant information submitted to the Science Council. Your details will be held on the Science Council register. The publicly available register will include your name, Licensed Body and Chartered Scientist number unless you tick here: [ ]

The Science Council may wish to use the information you supply in order to be able to communicate with individuals effectively. Chartered Scientists have the right of access to the personal data held on them by the Science Council and the right to prevent its use for direct marketing purposes. The Science Council may, from time to time, execute mailings on behalf of suppliers of goods and services considered to be relevant to professional interests. If you wish to receive such information, please tick the box. [ ]

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| --- |
| Please send your completed form to:ACB, 130-132 Tooley Street, London, SE1 2TUemail: admin@acb.org.uk  |
| **Office use only** |
| Application received:dd/mm/yyyy | Award confirmed to applicant:dd/mm/yyyy | To Science Council:dd/mm/yyyy |

**The Science Council** is incorporated by Royal Charter.

**Association for Clinical Biochemistry and Laboratory Medicine** Registered Office: 130-132 Tooley Street, London SE1 2TU. A company limited by guarantee, Registered in England, Registration No. 863235

**Privacy Policy**

# Overview

The Association for Clinical Biochemistry and Laboratory Medicine is committed to protecting your privacy. This privacy notice explains how ACB will use any personal information we collect from you and what rights you have.

# **Data Controller**

The Data Controller is the Association for Clinical Biochemistry and Laboratory Medicine. Our Registration Number in the Data Protection Public Register is Z6022614. You can contact the data controller by emailing admin@acb.org.uk; writing to us at our registered address.

# 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.

## Science Council Applicants

### How 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

To administer your application for a Science Council registration.

### Legal basis for processing

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

### The legitimate interest

Applicants expect this processing to take place so that they can attain and keep the registered status.

### Data retention period

We will keep hard or scanned copies of your Science Council application form, while you apply for Science Council Registration +2 years and if you are successful while you are a Science Council Registrant +2 years, however, if your application was part of your ACB membership application, we will keep this while you remain a member of ACB plus 2 years.

### Categories of personal data (in addition to ACB Membership details)

Registration application forms and supporting documents.

### Who we share your data with

We share some of your data with other organisations and individuals who process data on ACB behalf (Data Processors). The use of the data we share is strictly limited, by contract, to those purposes.

#### With the Science Council

We also share a sample of applications and supporting documents with the Science Council as part of our Licence Review, so that the Science Council can be assured that the registration standards are being met.

#### With our IT Software & 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.

# 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.

# Your Rights

You have rights under data protection law that you can exercise against ACB 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 the ACB, please contact the CEO.

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

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

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 via the ACB website members area or by emailing** admin@acb.org.uk

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## Right to erasure ‘the right to be forgotten’

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, ACB has a legal duty to retain or process your information.

## Right of restriction of processing

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

## Notification obligation regarding rectification or erasure or restriction of processing

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

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

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

You have the right not to be a subject to a decision based solely on automated processing including profiling, subject to certain exclusions. The ACB does not make any automated decisions.

# Changes to this privacy notice

This notice was last updated on the 23/09/2021. The ACB 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).