

APPLICATION FOR RE-APPOINTMENT TO THE SUPERVISING ENGINEERS PANEL

1 Personal details			
Full Name		Date of Birth	
Home Address			
Contact details			
2 Jurisdiction for appointment			
<i>Note: Tick all countries in which the Applicant wishes to take on commissions.</i>			
England	<input type="checkbox"/>	Wales	<input type="checkbox"/>
Scotland	<input type="checkbox"/>	Northern Ireland	<input type="checkbox"/>
3 Relevant qualifications			
Qualification	Course	Location	Date
4 Professional affiliations			
Institution	Membership Grade	Date	
5 Particulars of present employment			
Employer	Job Title		
Business Address	Contact Details	(Tel)	
		(Mob)	
		(Email)	
Details of role			

7. Particulars of all reservoirs work carried out over the last five years:

Notes:

- 1. A list of reservoir projects, including the type, capacity and dimensions of the dams upon which the Candidate has been employed shall be attached to this Application using form RC06.*

8. Examples of applicant's work that demonstrate continuing competency as a Sup Eng:

Notes:

- 1. The candidate shall pay particular attention to the generic attributes listed in the guidance.*

Empty text area for providing examples of work.

12. Any other supporting information that might be considered relevant to this application :

Notes:

1. Details of previous employments may be added to this section, if considered to be relevant.

Checklist of information to be submitted:

- Covering letter.
- This application form (RC05).
- List of projects with details of reservoirs and details of activities (RC06).
- Photocopies of certificates relating to new professional qualifications.
- Photocopies of certificates relating to health & safety and other training.
- Fee with cheque made payable to *DEFRA*.

Declaration by Applicant

I declare that I am fit and able to discharge the duties of a Supervising Engineer.

I declare that the information provided in this application is complete and accurate. I acknowledge that if the personal details are found to contain incomplete, incorrect or misleading information for which there is no satisfactory explanation, then the matter may be referred to the Institution to consider whether disciplinary proceedings against me would be appropriate.

Signed Date

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Data Controller

The data controller can be contacted as follows:

The Institution of Civil Engineers
One Great George Street
Westminster
London
SW1P 3AA
Telephone 0207 665 2146
Email: dataprotection@ice.org.uk

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.

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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.

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