

METHODS OF PAYMENT

Please note that from 1st October membership is continuous until the end of the following year when the full individual membership is taken up (maximum of 3 months free of charge).

By Direct Debit - OES has a policy of reducing administrative costs wherever possible and encourages members to pay annual subscriptions by **Direct Debit**. **This is available if you have a UK registered bank account. If you are setting up a Direct Debit after 31 July this will not be taken until January of the following subscription year so please contact the subscriptions team when they email you your membership welcome letter to make a payment for your current year's membership fee over the phone, by cheque or by BACS transfer. Please note that if you join from October onwards you do not need to do this as you are given the remaining 3 months of the year at no cost.**

1. **By card or cheque.** *if you are paying by cheque please make it payable to the **Institution of Civil Engineers**.

CREDIT CARD PAYMENT

Please note that we are unable to accept credit card payments via a post or email due to data protection legislation.

Once your application has been processed you will receive an OES welcome letter from the ICE. This welcome letter will provide you with your OES membership number.

You can then make your payment by calling the subscriptions team on **020 7665 2227** where your payment will be processed over the phone.

Please contact the OES Secretariat on 020 7665 2238 if you have any queries regarding credit card payment.

DIRECT DEBIT PAYMENT

Instruction to your Bank to pay Direct Debits.

Please complete this form and return it to



Institution of Civil Engineers
1, Great George Street
London SW1P 3AA
UK

1. Name of account holder

2. Name and full postal address of your Bank or Building Society branch

The Manager,	
Bank or Building Society	
Address	
Postcode	

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4. Account No:

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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. Please cancel all previous direct debiting instructions in favour of the Institution of Civil Engineers under this reference number.

Signature	
Date	



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Originator's Identification Number

3. Branch sort code (from the top right hand corner of your cheque)

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 came 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
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.

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 or 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>