

The Royal College of Occupational Therapists Specialist Section Work (RCOT SS Work) are now using an electronic form for membership and collecting more relevant membership data, to assist us with specialist section activities, such as increased networking, assist learning and webinars and expand the number of occupational therapists joining the specialist section who are working or wish to work in the field of Vocational Rehabilitation and Occupational Health.

If this is a RENEWAL or you are just updating your personal / work details / preferred responses, please help us to update our records with any changes and complete the whole form like a new application, thank you.

**Terms and Conditions:**

Membership Records - By joining RCOTSS Work, you accept the following:

A: To provide basic networking and contact information below and this will available to RCOT SS Work National Executive Committee (NEC), Regional Reps and RCOT Staff to complete activities relevant to RCOTSS Work and RCOT business. The RCOTSS Work manages a 3-year membership database. Your personal details will not be shared to other parties, unless you give due consent, see below Q22.

B: To be contacted via the NEC, by email, with requests from bona fide researchers, who have been vetted by the R&D Officer/NEC and have all necessary ethical approvals, for requests to take part in research. You do not have to take part if you do not wish too.

C: To allow your anonymous details to be used in aggregation for research.

D: To receive carefully selected mailings by email, at the discretion of the NEC, which the NEC will distribute to the RCOT SS Work membership.

Please make your payment whilst in the process of completing this form. Pay by BACS to RCOT Ltd.

Sort Code: 40-05-19 Acct No: 31202928

Payment reference: write "SSWork/Your name", eg "SS Work/Mary Jones".

Ensure your name on your payment matches your name on the membership form.

We can no longer accept payment by cheque.

When your membership form has been completed, our admin will then email Hazel Brown at RCOT Finance on a weekly basis to ask if you payment has been received.

No membership information/benefits etc can be activated until both this form and payment have been received.

**What we do with the information we gather and what it is used for:**

The data entered via this google docs form, will automatically go into an excel spreadsheet form which will be the database for our membership. We encourage members to inform us of relevant changes in personal details. The NEC reserves the right to refuse membership.

**Name of Data Controller:** Alison Biggs - Occupational Therapist, Director, Healthywork Ltd and Chair of RCOT SS Work. T: 07958 502363 E: alison@healthywork.org.uk

**Your Rights:**

You have a right to request to see what personal details we hold on the database, withdraw your consent to any further processing and a right to request your data to be erased from our records. Please email cotsswork@gmail.com

**How long we keep your personal information for:**

The Regulation does not set out any specific minimum or maximum periods for retaining personal data. See this link: https://ico.org.uk/for-organisations/guide-to-data-protection/principle-5-retention/. Healthywork Ltd currently retain for/destroy at 7 years.

**Security:**

We are committed to ensuring that your information is secure. Google cloud/docs is committed to GDPR Compliance: [https://cloud.google.com/security/compliance/gdpr/](https://www.google.com/url?q=https://cloud.google.com/security/compliance/gdpr/&sa=D&ust=1537181446100000&usg=AFQjCNEeyFIqxEaaGSXDgz99tF4j962yjg)

Please use the following link to complete the membership form: <https://goo.gl/forms/RPuYzSQ0agVMnes82>

We look forward to welcoming you!

Thank you

Alison Biggs

Chair, RCOT SS Work