

Verification Request Form

Agency details

All Fields are Mandatory

Agency name

Address

Phone/Mobile

Contact email

Candidate details

Membership number

First name

Surname

Date of birth

Mobile

Contact email

Information to be verified

Membership status

(e.g. Active / Non-member)

Professional membership category

(e.g. Associate / Practitioner / Licentiate / Fellow)

Awards attained and dates attained

(e.g. Professional Certificate in Financial Advice)

Modules attained, dates and grades

(e.g. QFA Regulation)

Current module registration

(e.g. QFA Loans)

CPD status

(e.g. Designation: QFA / Status: Active)

Candidate signature is required overleaf.

Data protection notice

About this data protection notice

This is a statement of the practices of The Institute of Bankers in Ireland, 1 North Wall Quay, Dublin 1 (trading as The Institute of Banking) ('IOB', 'we', 'us', 'our') in connection with the capture of personal data on this form and the steps taken by IOB to respect your privacy.

IOB is a Data Controller and is committed to protecting your rights and any personal information which you provide to IOB will be treated with the highest standards of security and confidentiality, in accordance with Irish and European Data Protection legislation.

The privacy notice explains the following:

- What information do we collect about you?
- The purpose for collecting your personal data
- The legal bases for collecting your personal data
- Are you required to provide the information?
- How we store and secure personal data?
- Details of third parties with whom we share personal data
- What are your rights?

What information do we collect about you?

The data we collect from you will be used by IOB only in accordance with the purposes outlined in this privacy notice.

The purpose for collecting your data

The data we collect about you will be used to confirm to third parties on your request the following information based on our records: Membership status, Professional membership category, Awards attained and dates attained, Modules attained / dates and grades, CPD status.

Are you required to provide the information?

We require you to complete the mandatory fields identified in this form for the purposes outlined above. If you do not provide us with the information required in these fields, we may be unable to process this verification request.

How we store and secure your data

Any data we collect from you will be stored confidentially and securely. IOB is committed to ensuring all accesses to, uses of, and processing of IOB data is performed in a secure manner.

In keeping with the data protection principles, we will only store your data for as long as is necessary to provide our services to you and for such a period of time after this as is necessary to comply with our obligations under applicable law and, if relevant, to deal with any claim or dispute that may arise in connection with our relationship with you.

For the purposes described here we will store your data until such time as the verification request has been fulfilled.

When we store your personal data on our systems the data will be stored either on IOB's secure IT platforms within the EEA which are also subject to European data protection requirements.



A recognised college of UCD

Details of third parties with whom we share personal data

IOB will share your data with third parties where necessary for purposes of the processing outlined here. We will share your information with our service providers (e.g. printers, IT. support, auditors, legal advisors, and other professional advisors). We may also disclose your information to other legal and regulatory bodies where requested or where required by law.

IOB will also share your data with the third party that has been indicated on the Verification Request form.

What are your rights?

You have the following rights, in certain circumstances and subject to applicable exemptions:

- You are entitled to ask for a copy of the personal data, which IOB holds about you.
- The right to have any inaccuracies in your personal data amended.
- The right to object to the processing of your personal data.
- The right to have the personal data that we hold about you erased.
- The right to restrict the processing of your personal data.
- The right to receive your personal data, which you provided to us, in a structured, commonly used and machine-readable format or to require us to transmit that data to another controller.
- Where processing is based on consent, you have the right to withdraw your consent at any time.

Contact

If you want to exercise any of these rights, please contact IOB's Data Protection Officer using the contact details below.

If you are unhappy with the way in which your personal data has been processed, you may in the first instance contact IOB's Data Protection Officer using the contact details below.

IOB has a Data Protection Officer who can be contacted through dataprotection@iob.ie or by writing to:
The Data Protection Officer, IOB, 1 North Wall Quay, Dublin 1.

If you remain dissatisfied, then you have the right to apply directly to the Data Protection Commission for a decision. The Data Protection Commission can be contacted at:
Data Protection Commission, 21 Fitzwilliam South, Dublin 2, D02 RD28, dataprotection.ie

**I hereby authorise release of the above selected
Membership, Academic, Designation and CPD
status details**

Candidate Signature

Date

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PRINT

Print, date and sign the form

Completed forms must be emailed from the agency to info@iob.ie

Reset

Click to reset the form and start again