

Verification Request Form

AGENCY DETAILS

ALL FIELDS ARE MANDATORY

Agency name

Address

Phone/Mobile

Email address

CANDIDATE DETAILS

Membership number

Surname

First name

Date of birth (dd/mm/yyyy)

Mobile phone number

Email address

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 registrations

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) ('the Institute', 'we', 'us', 'our') in connection with the capture of personal data on this form and the steps taken by the Institute to respect your privacy.

The Institute is a Data Controller and is committed to protecting your rights and any personal information which you provide to the Institute 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?

Verification Request Form

What information do we collect about you?

The data we collect from you will be used by the Institute 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.

The legal basis for collecting your data

For the purposes outlined in this privacy notice your personal data will be processed on the basis of Explicit Consent.

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. The Institute is committed to ensuring all accesses to, uses of, and processing of Institute 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 the Institute's secure I.T. platforms within the EEA which are also subject to European data protection requirements.

Details of third parties with whom we share personal data

The Institute 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, I.T. 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.

The Institute 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 the Institute of Banking 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 have any queries relating to the processing of your personal data for the purposes outlined above or you wish to make a request in relation to your rights you can contact the Institute'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 the Institute's Data Protection Officer using the contact details below.

The Institute of Banking has a Data Protection Officer who can be contacted through dataprotection@iob.ie or by writing to The Data Protection Officer, The Institute of Banking, IFSC, 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, Canal House, Station Road, Portllington, R32 AP23, Co. Laois, www.dataprotection.ie

I HEREBY AUTHORISE RELEASE OF THE ABOVE SELECTED MEMBERSHIP, ACADEMIC, DESIGNATION AND CPD STATUS DETAILS

Candidate signature

Date

 / /

PRINT, DATE AND SIGN THE FORM

Completed forms must be emailed from the agency to: INFO@IOB.IE

[CLICK TO RESET THE FORM AND START AGAIN](#)