



Request for recognition under EU Directive 2005/36: Recognition of Professional Qualifications

Data Protection Act 1998 Information

The Engineering Council attaches great importance to protecting your personal data. The Data Protection Act 1998 entitles you to know how personal information you have provided to us may be used, and allows you to exercise certain options about its use.

We will use personal information that you provide in connection with a request for recognition of your professional qualifications under the terms of European Directive 2005/36 (as amended by Directive 2013/55) only for the following purposes:

- To contact the Competent Authority in the EU Member State where you were awarded your professional qualification in engineering (your 'home' Competent Authority):
 - to request verification of information supplied by you in support of your request for recognition;
 - for information about the professional qualification(s) that you hold;
 - for confirmation that you are in good standing or to provide details of any disciplinary or legal action taken against you that is relevant to your right to practice as an engineer in your 'home' Member State.

We are required to use the European Commission Internal Market Information System (IMI) to contact another Competent Authority to do this. We will only use the IMI to contact your 'home' Competent Authority where we need to do this in order to carry out the proper functions of the Engineering Council as specified above. IMI offers a considerably higher level of protection and security than other methods of information exchange such as regular mail, telephone, fax or electronic mail.

We will inform you if we need to process your personal information in this way.

Personal information processed in IMI is blocked six months after the administrative cooperation procedure was formally closed in the system. Blocked information remains in the system but is blocked to IMI users. All personal data in IMI is automatically deleted three years after the formal closure of the administrative cooperation procedure.

In accordance with the IMI Regulation of 25 October 2012 and national legislation implementing the Data Protection Directive 95/46/EC, *you have the right to:*

- Access information relating to you;
- Have inaccurate or incomplete data corrected;
- Have unlawfully processed data deleted.

The correction or deletion of your data will be carried out as soon as possible; at the latest 30 days after the request is received by the registered competent authority responsible for holding the information.

A record will be made of where the accuracy or lawfulness of data blocked (in relation *Article 14(1)* of the Regulation) is contested by the individual as well as of the corrected information.

When printed this becomes an uncontrolled document. Please check the website for the most up to date version.

To exercise these rights please make a request in writing to the Engineering Council's Data Protection Officer at the address below.

If you are seeking recognition of your UK professional qualifications in another EU member state and are dissatisfied with the outcome you may make a complaint to the UK SOLVIT service. We may exchange personal information that you have supplied in support of an application for professional registration with the UK SOLVIT service and with the professional engineering institutions or institutions through which you are and have been registered with the Engineering Council.

The Engineering Council will share this information only with its authorised service providers (including its archiving contractor) for the purposes stated above. It will also share this information with licensed professional engineering institutions which are authorised to nominate individuals to the Engineering Council's Register; these organisations process your data for membership administration purposes.

Information requests submitted through the IMI system are by default transferred to another country within the European Union. Bodies having access to IMI must comply with EU as well as their own national data protection legislation.

The Commission ensures that IMI complies with the requirements applicable to all IT systems at EU level set out in Commission Decision C(2006)3602 on Security of Information Systems and its implementing rules. Authentication (a PIN/password combination) and access control mechanisms ensure confidentiality and integrity of the IMI system and the information it contains. Personal data is transmitted encrypted through use of the https protocol and a user has access only to the specific data they need.

For information about how protection of data held by the Engineering Council in its own systems is, please refer to <http://www.engc.org.uk/privacy-policy.aspx>

If you have any questions relating to this, please contact:

Data Protection Officer

Engineering Council
246 High Holborn
London
WC1V 7EX

Email: international@engc.org.uk

Web: <http://www.engc.org.uk>

UK National IMI Coordinator (NIMIC):

Christine Korcz
Department for Business Innovation and Skills (BIS)
1 Victoria Street
SW1H 0ET
London

Email: Chris.Korcz@bis.gsi.gov.uk

Web: <http://www.bis.gov.uk/>

For more information about data protection and the IMI please visit the EU Internal Market Data Protection webpage: http://ec.europa.eu/internal_market/imi-net/data_protection/index_en.htm