A recognised college of UCD

Professional Certificate in Financial Crime Prevention 2020/2021

Registration Form with IFS Skillnet Funding

Please return the completed form as soon as possible to registrations@iob.ie

Personal details

Membership number

First name

Surname

Date of Birth / /

Mobile phone number*

Email address

County of birth e.g. Dublin

If born outside of Ireland

country of birth

Is English your first

language? Yes or No

*We will send you alerts when new correspondence is posted online to My Institute.
**Information on minimum language requirement is available at: www.iob.ie/examdetails. If no is selected above, original supporting documentation must be provided for entry onto the programme and must be sent to IOB.

Work details

Employer name

Department

Staff number

Address

Postcode

Work phone

Home details

Address

Postcode

Home phone

Note: All postal correspondence is sent to your work address unless requested otherwise. IOB does not accept responsibility for correspondence sent to home addresses.

Please tick here if you would prefer your postal correspondence to be sent to your home address. ☐

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MODULE SECTION

Please note that this is for first time sittings only. To re-register go to www.iob.ie/examdetails

Module	Trimester	Exam Information	IOB fee	IFS Skillnet Funded fee	Module Selection
Financial/White Collar Crime Prevention	Spring	08 May 2020 – 09:00am	€1450	€10006	☐

RECOGNISED PRIOR LEARNING

Credits for recognised prior learning may be available. Go to www.iob.ie/rpl

Note: you can only apply for recognised prior learning on initial admission to a programme.

WORKSHOP VENUES (* Lectures will be held remotely for 2020/2021)

EXAM VENUES (*Exams will be held online for 2020/2021)

CLOSING DATE

Spring Trimester
Registration closing date for new and continuing students (level 9) 29th January 2021

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DATA PROTECTION NOTICE

About this data protection notice

This data protection notice sets out details of the personal data relating to you that we collect and how we process it.

Who collects your data?

Your data is collected by The Institute of Bankers in Ireland, 1 North Wall Quay, Dublin 1 (trading as IOB) ('IOB', 'we', 'us', 'our'). IOB is a Data Controller and is committed to protecting your rights in line with the General Data Protection Regulation (GDPR).

What information do we collect about you?

In order to provide our services to you we collect identifying, contact, employment and, where relevant, payment information from you when you fill out this application form. We may also collect and process personal data in connection with our ongoing relationship with you, such as via your online CPD record, correspondence and calls with you and in relation to your participation as a member in events organised by us. From time-to-time, we may collect personal data relating to you from third party sources, such as your employer.

Am I required to provide the information?

We require you to complete the mandatory field(s) identified in our application form for the purposes of entering into a contract with you. If you do not provide us with the information required, we may be unable to process your registration to modules on this programme..

How will your information be used?

Information gathered and generated during the course of your studies, may be used and disclosed by the IOB for all purposes which are reasonably incidental to the administration of your participation on the programme, including for the following purposes:

- registration to programmes of theInstitute
- registration with University College Dublin
- administration of the programme, e.g. attendance notices for lectures, distribution of course material, issue of UCD student cards, student group allocations, etc.
- administration of exams, e.g. attendance notices, assessment processes, transcripts, etc.
- distribution of exam results
- collection of your education fees
- provision of educational support, e.g. programme management emails etc.
- other operational supports including IT support
- safeguarding and promoting the welfare of students
- carrying out surveys and statistical analysis
- providing and promoting information on our membership, education, designation and continuing professional development services
- tailoring communications to make them relevant to any preferences that you may have demonstrated
- establishing, exercising or defending legal claims.

What are our legal bases for processing your personal data?

We process personal data on the following legal bases:

- The processing of your information is necessary to take steps at your request prior to entering into this contract with you, and for the performance of this contract between the Institute and you.
- The processing is necessary for the purposes of our legitimate interests or the legitimate interests of a third party to whom we provide your personal data. We will not process your personal data for these purposes if our or the third party's legitimate interests should be overridden by your own interests or fundamental rights and freedoms. The legitimate interests pursued in this regard consistof:
    - conducting our business in a meaningful and lawful manner;
    - dealing with any disputes that may arise;
    - carrying out direct marketing, subject to any preferences communicated by you; or
    - providing information relating to you to your employer, where they have a legitimate interest in obtaining that information
- In certain limited circumstances, we rely on your consent as our legal basis for processing.
- The processing is necessary for compliance with our legal obligations.

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Who receives your information?

We will share your information with our service providers (e.g. printers, IT support, auditors, legal advisors, and other professional advisors).

We may disclose your information to your employer or the Central Bank of Ireland e.g. for Minimum Competency Code/Regulation and/or Fitness and Probity requirements.

In certain circumstances, we may disclose your information to our educational partners, e.g. UCD, Higher Education Authority (HEA) to facilitate the Irish National Survey of Student Engagement.

Third party disclosure may also take place to relevant funding bodies and agencies (e.g. IFS Skillnet, Skillnet Ireland, Financial Services Ireland, Department of Employment Affairs and Social Protection) that support or sponsor your education. Please note that once registered and where appropriate, fees will be claimed from the relevant funding body.

We may also disclose your information to other legal and regulatory bodies where requested or where required by law.

How long will your information be held?

Your information will be retained for no longer than necessary to provide our services to you as a college of UCD 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.

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

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, 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, 21 Fitzwilliam South, Dublin 2, D02 RD28, dataprotection.ie

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ADDITIONAL PRODUCTS AND SERVICES

From time-to-time, IOB would like to keep you updated about products and services which we will offer by email, post, SMS and other electronic means.

If you would prefer not to receive these updates, please tick the relevant box(es) below:

	Tick if you do NOT want to receive updates
Membership (e.g. Member Events, Quarterly Newsletter, Career Portal)	☐
Education (e.g. New and Existing Programmes, Open Evenings, Programme Taster Lectures, Masterclasses)	☐
Designation/Continuing Professional Development (CPD) (e.g. CPD Webinars, CPD Competitions)	☐

If you have previously opted out of receiving updates on additional products and services and now wish to receive updates, please manage your preferences under 'My Details' in My Institute at iob.ie

Employee Funding

If you are taking part in the programme in a private capacity and funding the programme fees yourself (i.e. outside the course of your employment) you may indicate that your information should not be disclosed to your employer by ticking the box below.

I can confirm that I am participating in this programme outside the course of my employment and funding the programme myself. ☐

However, if your employer subsequently seeks such information in relation to you and submits evidence to us that you took part within the course of your employment we reserve the right to disclose your information to your employer.

Declaration

I wish to apply for programme registration of The Institute of Banking. I have read in full, understand and agree to be bound by the terms and conditions of the programme and referred to online at www.iob.ie/terms.

Signature _____

Date ☐☐ / ☐☐ / ☐☐☐☐

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PAYMENT AUTHORISATION

PAYMENT ADVICE

COMPLETION OF ALL DETAILS IS REQUIRED.

Select **one** of the payment options below and ensure to fully complete the option selected.

☐ Option 1 - Invoice my employer, details and Company Authorisation below:

I authorise IFS Skillnet/The Institute of Banking to issue an invoice in respect of programme fees selected overleaf. I confirm that payment will be made on receipt of invoice.

Purchaes order number (if applicable)	
Company name (to appear on invoice)	
Company address (to appear on invoice)	
Authorised signatory (the person in your company who has responsibility for authorising invoices for training programme fees)	
Email Address	
Phone number	
Signature	
Date	/ /

☐ Option 2 - I attach Employer cheque (made payable to IFS Skillnet)

☐ Option 3 - I attach Personal cheque (made payable to IFS Skillnet) plus letter from my employer confirming I will be reimbursed for these programme fees.

Note: We regret that we cannot accept payment by credit/debit card.