



**RAILWAY CIVIL ENGINEERS' ASSOCIATION**

One Great George Street, Westminster, London, SW1P 3AA, United Kingdom.

Tel: +44 (0) 20 7665 2238 E-mail: rcea@ice.org.uk

**MEMBERSHIP APPLICATION FORM**

**PLEASE COMPLETE THIS FORM IN CAPITAL LETTERS** and return with your remittance to the above address.

**Surname /Family Name** .....

**First Name(s)** .....

**Mr/Mrs/Ms/Miss/Dr/P**.....**Date of Birth**.....

**If you are a member of the Institution of Civil Engineers, please quote your membership number below:**

ICE Membership Number (if applicable): .....

**You do not need to fill in address or direct debit information, qualifications or company information if you are an ICE Member unless you wish to provide alternative information.**

Please complete both of the following address fields, but only one can be used for mailing purposes. Please indicate which address is to be used for mailing by ticking the appropriate box

<input type="checkbox"/> * Home Address		<input type="checkbox"/> * Work/University Address	
Postcode		Postcode	
Tel.		Tel.	
Email Address		Email Address	

Academic/Professional Qualifications.....

Present Company/Organisation.....

Job Title:.....

Duties:.....

Crown Honours.....

**Grades of Membership**

- Student (FREE) (includes apprentices)
- Young Professional Membership (£25)
- Ordinary (Standard) Membership (£52)
- Retired Membership (£15)

Please note that from October membership is continuous until the end of the following year when membership is taken up (maximum of 3 months' free of charge).

**Requirements for Membership**

**Student Membership:** Free for maximum of three years. Whereafter you will be invited to transfer to Young Professional Membership (or Ordinary Membership if you are over 35).

You can join us at this grade if you have been admitted as a Student Member of the ICE, or have met equivalent requirements. The ICE requirements are that you are studying engineering, or an engineering-related course at university or college, or if you are working on a placement or apprenticeship.

If you are applying for student membership a tutor/supervisor must complete the following if you are not already a student member of the ICE:

Course .....

At .....

Expected completion date .....

Tutor's signature .....

If you are applying for apprentice membership and are not already a Student Member of the ICE your employer must complete the following:

Apprenticeship .....

At .....

Expected completion date .....

Employer's signature .....

**Young Professional Membership:** You can join us at this grade if you have been admitted as a Graduate Member of the ICE (GMICE) or have met equivalent requirements. The ICE requirements are that you have any UK bachelor's degree or equivalent or an approved level 3 qualification. It doesn't have to be accredited. Young Professional Members shall transfer to the grade of Ordinary Member upon attaining MICE status or at the age of 35, whichever is the sooner.

**If applying for Young Professional Membership, you MUST include:**

- Evidence of any UK bachelor's degree or equivalent or an approved level 3 qualification **if you are not already GMICE.**

**If applying for Ordinary Membership:** You can join us at this grade if you have been admitted as a Member or Fellow of the ICE (MICE or FICE), or have met equivalent requirements. MICE requirements are any UK bachelors degree or equivalent.

**If applying for Ordinary Membership, you MUST include:**

- Evidence of any UK bachelors degree or equivalent **if you are not already MICE.**

**Data Protection**

**From time to time you may be sent promotional material from the Society or its Constituent Bodies including notification of events.** Please place an 'X' in this box if you do not wish to be included in these mail shots.

Please tick this box if you do not wish to receive any third party mailings.

I would like to apply for the following grade of membership:

ORDINARY MEMBER <b>£52.00</b> <input type="checkbox"/>	RETIRED MEMBER <b>£15.00</b> <input type="checkbox"/>
YOUNG PROFESSIONAL MEMBER <b>£25.00</b> <input type="checkbox"/>	STUDENT MEMBER <b>FREE</b> <input type="checkbox"/>

Signature \_\_\_\_\_ Date \_\_\_\_\_

## **METHODS OF PAYMENT**

Payment is due no later than 1st January, and can be by one of the following methods:

- (a) **By Direct Debit** from a U.K Bank account. **Please note that the preferred method of payment is by Direct Debit.**
- (b) **By Credit Card** (only MasterCard/Visa/Switch)
- (c) **By Sterling Cheque** or bankers draft. These must be for the total amount in £ sterling and drawn from a U.K bank account.

Please make cheques payable to the **Institution of Civil Engineers (RCEA)**.

### **Payment by Direct Debit**

New Direct Debits must be completed and returned with your application to: The Membership Registry Department (address on direct debit form below) by 31 December for the payment to be collected in January of the following year.

If the completed direct debit mandate is returned after 1 January, payment (*only for this initial subscription*) should be made by cheque or credit card, and the direct debit details will then be set up for the following year.

### **Payment by Credit Card**

*Please note the following for Credit Card payments.*

I wish to pay by credit card (by VISA/MASTERCARD/SWITCH)

(We are unable to accept American Express)

**Please note that we are unable to accept credit card payments via post or email due to data protection legislation.**

Once your application has been processed you will receive a **RCEA** welcome letter from the ICE. This welcome letter will provide you with your **RCEA** membership number. You can then make your payment by Credit Card either via your MyICE account or by calling the **subscriptions team on 020 7665 2227** where your payment will be processed over the phone.

MyICE is an account that you can set up using your membership number at [www.ice.org.uk/MyICE](http://www.ice.org.uk/MyICE) it will allow you to make your subscription payment, obtain receipts for your payments, process your membership renewal, make any changes to your contact information and holds a record of your attendance at events where online booking has been available.

Please contact the **RCEA** Secretariat on **020 7665 2238** or [rcea@ice.org.uk](mailto:rcea@ice.org.uk) if you have any queries regarding credit card payment or your MyICE account.

**DIRECT DEBIT PAYMENT****Instruction to your bank or building society**

*Please complete this form and return it to the Institution of Civil Engineers, One Great George Street, London SW1P 3AA. UK*

**Name and full address of your bank or building society**

Name of Account Holder

**To The Manager**

Account number

**Bank/Building Society**

Branch sort code                    -                    -

**Address**Originators identification number                    **991192**Your membership number if ICE Member **00** /**Postcode**

**Instruction to your bank or building society.** Please pay the Institution of Civil Engineers Direct Debits from the account detailed on this instruction, subject to the safeguards assured by The Direct Debit Guarantee. I understand that this instruction may remain with the Institution of Civil Engineers and, if so, details will be passed electronically to my Bank/Building Society.

Signature

Date

**The Direct Debit Guarantee**

All banks and building societies that take part in the Direct Debit scheme offer the guarantee. The efficiency of the Scheme is monitored by your own Bank or Building Society. If the amount to be paid or the payment dates change the Institution of Civil Engineers will notify you 14 days in advance of your account being debited, or as otherwise agreed. If the Institution of Civil Engineers or your Bank/Building Society makes an error, you are guaranteed a full and immediate refund from your branch of the amount paid. You can cancel a Direct Debit at any time by writing to your bank or Building Society. Please also send a copy of your letter to the Institution of Civil Engineers.

## **Institution of Civil Engineers & Thomas Telford Ltd Privacy Notice**

This Privacy Notice has been issued by the Institution of Civil Engineers (ICE) and its wholly owned subsidiary Thomas Telford Limited (TTL), to comply with the General Data Protection Regulation (GDPR), which comes into effect on 25th May 2018. The Privacy Notice replaces any Fair Collection Notice issued under the Data Protection Act 1998.

### **Data Controller**

The data controller can be contacted as follows:

The Institution of Civil Engineers

One Great George Street

Westminster

London

SW1P 3AA

Telephone 0207 665 2146

Email: [dataprotection@ice.org.uk](mailto:dataprotection@ice.org.uk)

### **Use, transfer and storage of personal data**

We may hold any of the following items of personal information about you:

- Personal details including your name, ICE membership number, gender, date of birth, postal and email addresses and telephone number.
- Employee details.
- ICE membership grade.
- Details of professional journals that you may subscribe to.
- Details of your attendance at ICE events.
- Professional interests.
- Membership of professional committees.
- Details of knowledge products or services purchase from TTL.
- Details of voluntary donations made to the ICE Benevolent Fund, QUEST and/or the R&D fund.

The Institution of Civil Engineers and Thomas Telford Ltd maintain data on all members. We also maintain data on non-members who use our services. This will be used confidentially for normal purposes, including subscription and donation collection, mailing of publications, contract fulfilment when purchasing TTL products and services and notification of conferences and events. Your name and grade will be displayed on our online Members' Directory.

We also use this information to inform you of professional knowledge products that ICE and TTL provide such as training, books, journals and model engineering contracts.

The ICE may share your data with the Engineering Council, universities at which you are studying and your employer if you are on an ICE training scheme.

Overseas members may have their data transferred to International Country representatives for administration of local events in their country of residence. Member data will also be shared with the ICE Benevolent Fund.

Personal data relating to ICE membership may be stored securely in perpetuity for historical purposes. Personal data relating to non-members and/or TTL customers will only be held for as long as needed to fulfil the purpose for which it was collected.

### **Your rights in relation to your data**

The purpose of this Privacy Notice is to fulfil your right to be informed about the use of your data. In addition:

- You have the right to access your personal data. If you wish to request copies of your personal data please contact the Data Protection Officer at the address above.
- You have the right to have your data rectified if it is inaccurate or incomplete.
- You have the right to have your personal data deleted or removed if there is no reason for its continued storage and processing.

- You have the right to object to your personal data being processed and to restrict the processing of your personal data in certain circumstances. While processing is restricted, the data controller is permitted to store the personal data to ensure the restriction is respected in future. You will be informed if a restriction on processing is lifted.
- You have the right to lodge a complaint about the data controller with the ICO.

Please note that if you choose to exercise your rights to withhold data or insist on its deletion, then ICE and TTL may not be able to perform their duties in relation to your professional membership of the fulfilment of contracts relating to products and services purchased.

Further details about GDPR and your rights under GDPR can be found at the ICO's website at <https://ico.org.uk>