# NMI Membership Application

Thank you for your interest in NMI membership. Please provide as much of the information below so that we can administer your membership and better understand your business. Once you have completed this form, return a copy to us via email with a quality copy of your organisations’ logo for marketing purposes. A member of our team will follow up to ensure we have all the necessary information to support your needs.

|  |  |
| --- | --- |
| Organisation Name |  |
| Principal Contact Name & Email Address |  | **Accounts Contact Point (if different)** |  |
| Postal Address  |  | **Invoice Address (if different)** |  |
| Website Address |   | **VAT No** |  |
| Main Tel. No. |  | Purchase Ref:  |  |
| No. of Employees |  | Turnover |  |
| Member Fee |  |
| About us(Description of your company) |  |

|  |  |
| --- | --- |
| Please include any other comments that you wish to make regarding membership to improve our knowledge of you and your needs. **For example, do you have specific areas of business interest that you would like to know more about? Do you have specific challenges & opportunities you think NMI could help with?** |  |

## Membership Fees

|  |  |  |
| --- | --- | --- |
| **No of Staff** | **MNC\* (£)** | **UK/ROI HQ (£)** |
| 1 – 10 | 1495 | 675 |
| 11 – 20 | 2950 | 1495 |
| 21 – 50 | 4695 | 2950 |
| 51 – 100 | 7750 | 4695 |
| 101 – 250 | 8750 | 7750 |
| 251 – 750 | 12500 | 8750 |
| > 750 | POA | 12500 |
| University | 795 |  |
| Business Associate\* | 1475 |  |

**BELOW ARE OUR TERMS AND CONDITIONS. IN ORDER TO PROCEED, PLEASE READ AND TICK THIS BOX TO AGREE**

Date

Position

Last Name

First Name

## ☐ Declaration: I have read and agree Consent to the Terms and Conditions below. I also confirm I am able to make decisions regarding my organisations representation through TechWorks.

## Membership Terms & Conditions

**NMI is owned and operated by TechWorks**

**Introduction**

TechWorks operates a number of organisations and websites, some of which are all listed at end of this document.

These Terms & Conditions apply to TechWorks and all organisations owned or operated by Techworks. Any reference to TechWorks in this document also refers to all other TechWorks operated organisations and websites.

TechWorks will use member information provided to us for marketing, administration, statistical analysis, member management, membership recruitment and promotional purposes.

**Company**

**TechWorks**
Systems House, The Alba Campus, Rosebank, Livingston, West Lothian , EH54 7EG

Registered Number 170059
Data Protection Number Z9145862
Data Protection / GDPR officer : **Grant Rollo**

**Your Rights**

⇛ You have a right to object at which point we will stop all activities involving your data immediately.

⇛ You have a right to be informed of how we are using your data. This document should address this for you but if you have any other questions, please email **info@techworks.org.uk**.

⇛ All contacts held within TechWorks database are entitled to receive a copy of the information TechWorks holds on them at any time. There will be no charge for this service. You will be asked to

 provide suitable proof that you are the contact before any details are disclosed.

⇛ All contacts held within TechWorks database are entitled to amend the information held by TechWorks at any time. There will be no charge for this service. You will be asked to provide suitable

proof that you are the contact before any changes are made.

⇛ All contacts held within TechWorks database are entitled to have their records removed from TechWorks at any time. There will be no charge for this service. You will be asked to provide suitable proof that you are the contact before any changes are made.

⇛ If you need your data in a format that can be transferred into another system or media, we are able to provide this in the almost universally accepted format of CSV. You will be asked to provide suitable proof that you are the contact before any information is released.

⇛ If you don’t like how we are using your data, you can contact us at any time to tell us to restrict processing. In these circumstances, you data would be held but not used for any purposes you object to.  You are still within your rights to have your details removed entirely if you choose. You will be asked to provide suitable proof that you are the contact before any changes are made.

If you would like further information on your rights under GDPR, please visit the ICO website :
[**https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/**](https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/)

**Consent**

By signing up to TechWorks (or one of our organisations / websites) as a member, completing a contact form on any of our sites, or by voluntarily passing your information to TechWorks for business purposes, you are agreeing to Consent to these Terms & Conditions.

**Recording Consent**

TechWorks will electronically record the consent of all contacts added to our system from 25th May 2018 as per GDPR guidelines.

**Purposes of processing**

Data will be processed to allow TechWorks to complete member management functionality including (but not limited to) processing membership payments, contacting member organisation staff in order to inform them of events, publications and other things of interest and discuss potential new membership.

**Lawful Basis for Processing**

Data processed by TechWorks falls into one or more of these categories :

**Consent:** the individual has given clear consent for you to process their personal data for a specific purpose.

**Contract:** the processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract.

**Legitimate interests:** the processing is necessary for your legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual’s personal data which overrides those legitimate interests. (This cannot apply if you are a public authority processing data to perform your official tasks.)

[**https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/lawful-basis-for-processing/#ib3**](https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/lawful-basis-for-processing/#ib3)

If you feel you do not fit into any of these categories, and would like to complain, please get in touch with us at **info@techworks.org.uk**

**Justification for processing**

As an industry  association, our justification for storing contact information is (1) management of existing members, (2) contacting potential members or (3) services required for the management of the business.  This is stated in the ICO justification document as : “The legitimate interests can be your own interests or the interests of third parties. They can include commercial interests, individual interests or broader societal benefits.”

[**https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/lawful-basis-for-processing/legitimate-interests/**](https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/lawful-basis-for-processing/legitimate-interests/)

**Retention of Data**

TechWorks will hold contact data until it is deemed no longer fit for purpose (the data subject cannot be contacted or we feel there is no valid reason for keeping the data).  TechWorks will keep all historical data (whether held locally or through 3rd party processors) to help grow and maintain the business.   Under GDPR you are able to view, edit or remove your data at any time by contacting us at **info@techworks.org.uk**

**Complaints**

If you would like to make a complaint about data handling by Techworks or any of our organisations, or to complete a Right of Access, Amendment or Removal notice, please email **info@techworks.org.uk**.

**Privacy**

TechWorks takes the privacy of our members and visitors very seriously and will never disclose your personal details unless requested by government agencies or the judicial process (and excluding 3rd party organisations used by TechWorks for the storage and processing of data).  TechWorks will never pass your information onto another organisation or individual  without contacting you first, unless...

(1) If *you* come to *us* asking for help or are interested in collaborating with another organisation, to make this happen personal business details will be passed onto other  parties (name, organisation, phone, email, topic).

(2) If you are a member of a TechWorks organisation or subgroup (e.g. manufacturing suppliers) in order to gauge opinion or to setup an action, we may send you email as a blind recipient.  If your response requires collaboration or further discussion between one or more organisations, we may disclose your contact details - with your permission -  to selected 3rd parties also involved in the collaboration or discussion.

If a 3rd party comes to us asking to pass on*their* information to you to instigate collaboration, *if we feel it is appropriate (not phishing or junk mail)* and might be of interest, we will pass this information onto you.

**3rd Parties used**

TechWorks uses a number of 3rd party applications to process your information. A list of the services we use can be provided by emailing **info@techworks.org.uk**.

Each service uses it’s own systems to secure your data and TechWorks also uses robust password protection, plus other measures, for all administration accounts on our sites.  Anyone registering with one of our websites is requested to add a strong mixed-character password for their own data security.

**Security**

TechWorks stores company data offsite using approved secure procedures.  Online payments are made using the SagePay system, using their inbuilt security systems.  Websites are hosted by 3rd party organisations using their own server security.  We also have our own internal security software installed and use a password system for individual access.  Credit card information is not stored on any

of our sites or systems. All computer equipment used by TechWorks is secured with passwords, firewalls, anti-virus/malware software and other measures.   All data recorded on 3rd party systems is

protected with their own security systems and each service maintains their own privacy policies. If you require more detail on all 3rd party systems used by Techworks, please email us at **info@techworks.org.uk**.

**Social Media**

TechWorks does not collect or store any social media information on you as a person or as a company.  TechWorks will share member’s public social media messages to expand your promotional exposure.  To request this, email **info@techworks.org.uk**.  TechWorks encourages member companies to follow our company pages on Linkedin and Twitter (see each website for individual feeds).

 **Newsletters**

We send out regular newsletters and communications to both members and non-members, listing upcoming events and other activities tailored to your interests.  These are sent via Mailchimp who use their own systems for security.  All our newsletters will have an unsubscribe option if you would like to opt out.

**Details held**

TechWorks retains only the data required for member management processes. This is generally:  Name, organisation, position, contact details, business interests and record of any contact  (where relevant).

TechWorks will not ask for, or store,  sensitive personal information unless it is required for member management (e.g food allergies, a home address when it is also the business address etc).

**Other contacts within your organisation**

TechWorks will process the information of any other members of your organisation who freely pass on their details for inclusion in our communications, however, in instances where you are adding contacts within your organisation on their behalf (for example, accounts contacts when registering), we will contact them to receive their approval to be recorded on our system.  For that reason, we ask that you make the individuals aware that you have passed on their information and that we will be in touch. Please provide contact information for any relevant parties.

**Online Contact Forms**

TechWorks gathers basic contact information through online contact forms over all our websites.  This information is stored for marketing purposes and member management or membership recruitment.  Visitors will be asked to confirm their approval of our T&C’s before submitting any form.  Confirmation of this permission will be held electronically by TechWorks.

**Member Contact**

We may contact our members, or potential members, by telephone, fax, post or email.

**Sharing of Data internally**

TechWorks may transfer contact information within organisations owned or operated by TechWorks. You will only ever be contacted by these organisations when we deem the subject matter is of interest.

**Accuracy**

TechWorks takes all reasonable measures to ensure that the information held is accurate. TechWorks relies on  members to keep us up to date with contact and company changes and cannot take responsibility for errors related to information that has not been passed on.

**Primary Contact**

When you join TechWorks, you are required to name a primary contact.  The person will be our contact point for any interaction between TechWorks and your organisation.  The primary contact makes any decisions regarding your organisation’s membership or media presence within TechWorks.  If  your primary contact changes, please pass on their relevant contact information asap.

**Payments to TechWorks**

TechWorks receives payment through invoicing and online payment by credit card via the Sagepay system.  Sagepay has it's own robust security measures.  TechWorks will not store your credit card or bank details on any public facing system.

**Photographs**

TechWorks run a number of events throughout the year.  As part of our marketing plan, we take a number of photographs at these events so they can be used in newsletters, directories, websites and other promotional drives.  On occasion you may appear in these photographs and may also be identified by name if approriate to the photographs usage (e.g annual award winners).

**Videos**

TechWorks run a number of events throughout the year.  As part of our marketing plan, we take a number of videos at these events so they can be used in newsletters, directories, websites and other promotional drives.  On occasion we shall conduct interviews at the event and, if you agree to participate,  might appear, and be identified by name, in promotional materials. When conducting these interviews or  filming crowds  you or your staff may be seen in the background.

 **Events**

TechWorks run a number of events throughout the year.  When you register for an event, we use this data to create an attendee list which is handed out at the event, given to the site for security/safety reasons and passed onto the event Sponsors as proof of attendance levels.  The data is also held by TechWorks for statistical reasons.  Published data will consist of your name and organisation only. If you make a presentation at a TechWorks event, as part of the post-event process, we shall put the presentation online in the form of a downloadable file (e.g PDF) and/or a video.  This will be shared on one or more of the TechWorks websites.  If you would prefer to share a modified version of your presentation please send it to us at **info@techworks.org.uk****.** If you would prefer it not to be listed please let us know.  If presenting at an event you may also be listed in a proceedings book, social media, promotional email and one or more of our websites.  The data presented might include: profile photo, name, organisation, job title, biography, abstract and any other details you submit.

All attendee, sponsor and speaker details will be stored by TechWorks for member management and promotional purposes and may be recorded with one or more of our approved 3rd Party processors.

**Cookies**

Our sites use one essential cookie and one cookie for Google Analytics. This will not collect any personal information on visitors to the site and will only be used for statistical purposes.

When you visit one of our sites, a Google Analytics cookie will be written to your computer. We use the statistical information to improve the site and see which areas are of most interest to our visitors.  If you do not wish to be included, please disable cookies and clear all temporary internet files from your browser.  Please note, this may result in loss of some functionality of this site and others.

**Email Enquiries**

Data received via email enquiries will be used solely to follow up your enquiry.  Email is handled by Rackspace, a 3rd party provider,  using their own security measures.

**Your Organisation's Representation & Promotion**

**Please read this section carefully if you are able to make decisions regarding your organisation's representation through TechWorks.**

**Logos :** Member’s logos and websites URLs may be shared during Conference and other event’s promotional campaigns when sponsorship and/or exhibition space has been secured.  TechWorks may display your organisation’s logo on public websites or printed material for promotional or informational purposes.  TechWorks will make all reasonable attempts to display  your current logo but, if you change your logo, please keep us informed and send an image file to **info@techworks.org.uk**.

**Directories :** TechWorks creates a number of directories both in print form and online. When creating these directories we make a concerted effort to ensure each company get the opportunity to create their own customised entry within the boundaries of the directories structure.  However, despite our best efforts, sometimes it is not possible to receive confirmation from organisations due to absence, rejection of email, not-returning of phone calls etc.  In this instance, if the organisation is deemed suitable for inclusion, we would visit the organisations website and use the publically available materials to create a listing for the organisation, so they do not miss out.  Any organisation is within their rights to remove their listing from our website, online pdf or unpublished directories.

**News:** Techworks has a news page and feed that is updated regularly with stories of interest to the membership. If you wish to promote your organisation through these channels, please

email **info@techworks.org.uk**. If your organisation appears in any of these channels and you would like it removed, please email us and we shall remove the reference immediately.

**Photographs:** TechWorks run a number of events throughout the year.  As part of our marketing plan, we take a number of photographs at these events so they can be used in newsletters, directories, websites and other promotional drives.  On occasion your company staff, logos and other identifying features may appear in these photographs.

**Videos:** TechWorks run a number of events throughout the year.  As part of our marketing plan, we take a number of videos at these events so they can be used in newsletters, directories, websites and other promotional drives.  On occasion we shall conduct interviews at the event or film crowds where you or your staff may be seen in the background.

**TechWorks organisations and websites**

TechWorks operates a number of organisations and/or websites.  These include :

TechWorks ([**www.techworks.org.uk**](http://www.techworks.org.uk/)), AESIN ([**www.aesin.org.uk**](http://www.aesin.org.uk/)), IoT Security Foundation ([**www.iotsecurityfoundation.org**](http://www.iotsecurityfoundation.org/)), IoTSF Conference ([**www.iotsfconference.com**](https://iotsfconference.com/)), IoTSF Lists ([**www.iotsflists.org**](https://iotsflists.org/)), NMI ([**www.nmi.org.uk**](http://www.nmi.org.uk/)), Power Electronics UK ([**www.power-electronics.org.uk**](http://www.power-electronics.org.uk/)), TechWorks Directories ([**www.directories.techworks.org.uk**](http://www.directories.techworks.org.uk/)), TechWorks Awards ([**www.awards.techworks.org.uk**](http://www.awards.techworks.org.uk/))