



ORTHODONTIC TECHNICIANS ASSOCIATION

President: Rye Mattick
BChD, FDSRCS(Eng), MSc, MOrthRCS(Eng), FOrthRCS(Eng)

Chair: Andrea Johnson
BSc (Hons), LOTA, MDTA

Office Use only	BSO	CHEQUE	Grade	Membership No Given
Date		Letter	Certificate	Card

OTA Membership Secretary,
36 Cawder Road
Carrickstone
Cumbernald
North Lanarkshire
Scotland, G68 0BF

APPLICATION FOR MEMBERSHIP OF THE OTA

The Orthodontic Technicians Association (OTA) was formed in 1971 following a meeting between orthodontic technicians employed in London teaching hospitals. Since then membership has grown and represents members from the industry from throughout the UK, with the same objectives.

The OTA exists to:

- Encourage study.
- Promote the highest standards of practice.
- Advance the knowledge of orthodontic laboratory and clinical techniques for the benefit of the orthodontic team and patient.

If you are either registered with the General Dental Council or have a Dental Technology certificate you may join, as a Member of the OTA. If you also have an advanced Orthodontic qualification you may join, as a Licentiate of the OTA. International, student and retired grades of membership are also available.

Current benefits of membership include:

- Full access to the OTA website (www.ota-uk.org), including Technical Walkthroughs, Vacancies page, 'Find a Laboratory facility' and many more website benefits.
- A quarterly OTA newsletter that includes 2 hours of FREE Verifiable CPD and the BOS News publications.
- Discounted subscription rate to the Journal of Orthodontics.
- Your support also ensures that Orthodontic Technicians are represented with bodies such as the GDC, BSI etc at the meetings the council attend on member's behalf.

To become a member of the OTA please complete and return the application enclosed along with relevant photocopies of your qualifications. Please note that if you are registered with the GDC we do not require a copy of your certificate, however please include a copy of your advanced certificate if you intend applying as a Licentiate. Membership fees will be collected in the following March unless paying by cheque or credit card. Appropriate forms for you to complete and forward to the above address are attached.

The current fee is £50 by Direct Debit or £60 by cheque/credit card (made payable to the *British Orthodontic Society*). Student and retired membership is £10 payable by cheque or direct debit.

Further details can be obtained by contacting the membership secretary by email, otamembership@gmail.com.



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Membership Application Form (Please print using Black ink)
 The OTA Register of Members is confidential and is not available for any other purposes

Title: Mr/Mrs/Miss/Ms	
Surname:	First Name:
Initials:	Letters (MSc/BSc etc.)

Postal Address Details

Post code:	Country:

Contact details

Mobile Tel:	*Home/Work Tel:
GDC number:	
Email address:	

Please state all qualifications relevant to Dental Technology with options/majors where applicable and date obtained
 Please enclose copies of Certificates and Certificates of Performance for modular courses if required. Please note that you will not be considered for membership unless you provide us with a GDC number **or** copies of your certificates.

Qualifications (or expected Qualification if a current student)	Place of study e.g. University/College	Options	Date Awarded (or expected date if a current student)
Advanced or Higher level <u>Orthodontic</u> Technology Qualifications	Place of study e.g. University/College	Options	Date Awarded



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Membership Application Form Continued

Number of Years in Profession	One+	Five+	Ten+	Twenty+	Thirty+	Forty+
Employment Categories (please circle as appropriate)						
Student	YES/NO	ST	Self Employed	YES/NO	SE	
NHS	YES/NO	NHS	Lecturer	YES/NO	LE	
Commercial Lab	YES/NO	CL	Trader	YES/NO	T	

By signing below, you explicitly consent to us processing the personal data you have included in this form in accordance with our Privacy Policy that is set out overleaf.

As part of the OTA constitution and our duties to you as your representative association we are obliged to contact you, as a member, regarding any matters such as notice of an upcoming annual general meeting (AGM), membership matters and any other important legal or regulatory updates.

However, we may also from time to time send you details of our events or services that we feel may interest you, including promotional offers (such as exclusive rates on OTA conference bookings) or special marketing materials such as member discounts and offers from our sponsors etc by email or post. You may opt out of receiving such communications at any time. If you would NOT like to receive this information, please tick below:

- by post
 by email

Date _____ Signature _____

Please include all required copies of certificates **or** a valid GDC number with your remittance to the membership Secretary.

For the latest news and information visit our website at <http://www.ota-uk.org/>
Or email us at otamembership@gmail.com

Please return all completed forms to;
OTA Membership Secretary,
36 Cawder Road
Carrickstone
Cumbernald
North Lanarkshire
Scotland, G68 0BF

Correspondence address: BOS Offices, 12 Bridewell Place, London, EC4V 6AP. Tel: 020 7353 8680

Web Site address: <http://www.ota-uk.org>

Acting Secretary: Edward Mapley, Room T0.18, Dental Technology Dept, Cardiff Metropolitan University, 200 Western Ave, Cardiff, CF5 2YB Tel: Mobile 07853224574, Work 01709 649077. Email: emapley@cardiffmet.ac.uk



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OTA Privacy Policy

1. INTRODUCTION

This privacy notice provides you with details of how we collect and process your personal data through paper membership application forms and your use of our site <https://ota-uk.org>

By providing us with your data, you warrant to us that you are over 13 years of age.

The Orthodontic Technicians Association (UK) is the data controller and we are responsible for your personal data (referred to as “we”, “us” or “our” in this privacy notice).

It is very important that the information we hold about you is accurate and up to date. Please let us know if at any time your personal information changes by emailing us at membership@ota-uk.org

2. WHAT DATA DO WE COLLECT ABOUT YOU, FOR WHAT PURPOSE AND ON WHAT GROUND WE PROCESS IT

Personal data means any information capable of identifying an individual. It does not include anonymised data.

We may process the following categories of personal data about you:

- **Communication Data** that includes any communication that you send to us whether that be through the contact form on our website, through email, text, social media messaging, social media posting or any other communication that you send us. We process this data for the purposes of communicating with you, for record keeping and for the establishment, pursuance or defence of legal claims. Our lawful ground for this processing is our legitimate interests which in this case are to reply to communications sent to us, to keep records and to establish, pursue or defend legal claims.
- **Customer Data** that includes data relating to any purchases of goods and/or services such as your name, title, billing address, delivery address email address, phone number, contact details, purchase details and your card details. We process this data to supply the goods and/or services you have purchased and to keep records of such transactions. Our lawful ground for this processing is the performance of a contract between you and us and/or taking steps at your request to enter into such a contract.
- **User Data** that includes data about how you use our website and any online services together with any data that you post for publication on our website or through other online services. We process this data to operate our website and ensure relevant content is provided to you, to ensure the security of our website, to maintain back-ups of our website and/or databases and to enable publication and administration of our website, other online services and business. Our lawful ground for this processing is our legitimate interests which in this case are to enable us to properly administer our website and our business.
- **Technical Data** that includes data about your use of our website and online services such as your IP address, your login data, details about your browser, length of visit to pages on our website, page views and navigation paths, details about the number of times you use our website, time zone settings and other technology on the devices you use to access our website. The source of this data is from our analytics tracking system. We process this data to analyse your use of our website and other online services, to administer and protect our business and website, to deliver relevant website content and advertisements to you and to understand the effectiveness of our advertising. Our lawful ground for this processing is our legitimate interests which in this case are to enable us to properly administer our website and our business and to grow our business and to decide our marketing strategy.
- **Marketing Data** that includes data about your preferences in receiving marketing from us and our third

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parties and your communication preferences. We process this data to enable you to partake in our promotions such as competitions, prize draws and free give-aways, to deliver relevant website content and advertisements to you and measure or understand the effectiveness of this advertising. Our lawful ground for this processing is our legitimate interests which in this case are to study how customers use our products/services, to develop them, to grow our business and to decide our marketing strategy.

- We may use Customer Data, User Data, Technical Data and Marketing Data to deliver relevant website content and advertisements to you (including Facebook adverts or other display advertisements) and to measure or understand the effectiveness of the advertising we serve you. Our lawful ground for this processing is legitimate interests which is to grow our business. We may also use such data to send other marketing communications to you. Our lawful ground for this processing is either consent or legitimate interests (namely to grow our association). Sensitive Data

We do not collect any Sensitive Data about you. Sensitive data refers to data that includes details about your race or ethnicity, religious or philosophical beliefs, sex life, sexual orientation, political opinions, trade union membership, information about your health and genetic and biometric data. We do not collect any information about criminal convictions and offences.

We do not carry out automated decision making or any type of automated profiling.

3. HOW WE COLLECT YOUR PERSONAL DATA

We may collect data about you by you providing the data directly to us (for example by filling in forms on paper, on our site or by sending us emails). We may automatically collect certain data from you as you use our website by using cookies and similar technologies. Please see our cookie policy for more details about this [<https://ota-uk.org/cookies/>].

We may receive data from third parties such as analytics providers such as Google based outside the EU, advertising networks such as Facebook based outside the EU, such as search information providers such as Google based outside the EU, providers of technical, payment and delivery services, such as data brokers or aggregators.

We may also receive data from publicly available sources such as Companies House and the Electoral Register based inside the EU.

4. MARKETING COMMUNICATIONS

Our lawful ground of processing your personal data to send you marketing communications is either your consent or our legitimate interests (namely to grow our association).

Under the Privacy and Electronic Communications Regulations, we may send you marketing communications from us if (i) you made a purchase or asked for information from us about our goods or services or (ii) you agreed to receive marketing communications and in each case you have not opted out of receiving such communications since. Under these regulations, if you are a limited company, we may send you marketing emails without your consent. However, you can still opt out of receiving marketing emails from us at any time.

We do not share your personal data with any third party for their own marketing purposes.

You can ask us to stop sending you marketing messages at any time by emailing us at website@ota-uk.org at any time.

If you opt out of receiving marketing communications this opt-out does not apply to personal data provided as a result of other transactions, such as purchases, warranty registrations etc.

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5. DISCLOSURES OF YOUR PERSONAL DATA

We may have to share your personal data with the parties set out below:

- Service providers who provide IT and system administration services.
- Professional advisers including lawyers, bankers, auditors and insurers
- Government bodies that require us to report processing activities.
- Third parties to whom we transfer, or merge parts of our association or our assets.

We require all third parties to whom we transfer your data to respect the security of your personal data and to treat it in accordance with the law. We only allow such third parties to process your personal data for specified purposes and in accordance with our instructions.

6. INTERNATIONAL TRANSFERS

We do not transfer your personal data outside the European Economic Area (EEA).

7. DATA SECURITY

We have put in place security measures to prevent your personal data from being accidentally lost, used, altered, disclosed, or accessed without authorisation. We also allow access to your personal data only to those members and partners who have a business need to know such data. They will only process your personal data on our instructions and they must keep it confidential.

We have procedures in place to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach if we are legally required to.

8. DATA RETENTION

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

When deciding what the correct time is to keep the data for we look at its amount, nature and sensitivity, potential risk of harm from unauthorised use or disclosure, the processing purposes, if these can be achieved by other means and legal requirements.

For tax purposes the law requires us to keep basic information about our customers (including Contact, Identity, Financial and Transaction Data) for six years after they stop being members.

In some circumstances we may anonymise your personal data for research or statistical purposes in which case we may use this information indefinitely without further notice to you.

9. YOUR LEGAL RIGHTS

Under data protection laws you have rights in relation to your personal data that include the right to request access, correction, erasure, restriction, transfer, to object to processing, to portability of data and (where the lawful ground of processing is consent) to withdraw consent.

You can see more about these rights at:

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

If you wish to exercise any of the rights set out above, please email us at website@ota-uk.org

You will not have to pay a fee to access your personal data (or to exercise any of the other rights). However, we may

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charge a reasonable fee if your request is clearly unfounded, repetitive or excessive or refuse to comply with your request in these circumstances.

We may need to request specific information from you to help us confirm your identity and ensure your right to access your personal data (or to exercise any of your other rights). This is a security measure to ensure that personal data is not disclosed to any person who has no right to receive it. We may also contact you to ask you for further information in relation to your request to speed up our response.

We try to respond to all legitimate requests within one month. Occasionally it may take us longer than a month if your request is particularly complex or you have made a number of requests. In this case, we will notify you.

If you are not happy with any aspect of how we collect and use your data, you have the right to complain to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues (www.ico.org.uk). We should be grateful if you would contact us first if you do have a complaint so that we can try to resolve it for you.

10. THIRD-PARTY LINKS

This website may include links to third-party websites, plug-ins and applications. Clicking on those links or enabling those connections may allow third parties to collect or share data about you. We do not control these third-party websites and are not responsible for their privacy statements. When you leave our website, we encourage you to read the privacy notice of every website you visit.

11. COOKIES

You can set your browser to refuse all or some browser cookies, or to alert you when websites set or access cookies. If you disable or refuse cookies, please note that some parts of this website may become inaccessible or not function properly. For more information about the cookies we use, please see [<https://ota-uk.org/cookies/>].

PRIVACY NOTICE

How we use your personal data

We are committed to protecting your personal data.

The only data we collect from you is as submitted by you on the OTA application form attached.

We will use your sensitive personal data (that is the data you completed on page one of the OTA application form) for the purposes of providing our services to you or if we need to comply with a legal obligation. Our legal ground of processing this data is your explicit consent.

We will use your non-sensitive personal data to (i) register you as a new client, (ii) manage payment, (iii) collect and recover monies owed to us (iv) to manage our relationship with you, (v) send you details of our goods and services.

Our legal grounds for processing your data are in relation to points (i) to (iv) above are for performance of a contract with you and in relation to (iii) and (v) above, necessary for our legitimate interests to develop our products/services and to grow our business and to recover monies owed.

We will not share your details with third parties for marketing purposes except with your express consent. In certain circumstances you can ask us to delete your data. See the section entitled 'your rights' below for more

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information.

We may anonymise your personal data (so that you can no longer be identified from such data) for research or statistical purposes in which case we may use this information indefinitely without further notice to you.

Data retention

We will only keep your personal data for as long as is necessary to fulfil the purposes for which we collected it. We may retain your data to satisfy any legal, accounting, or reporting requirements so for example we need to keep certain information about you for 6 years after you cease to be a member for tax purposes.

You have the right to ask us to delete the personal data we hold about you in certain circumstances. See section 6 below.

6. Your rights

You are able to exercise certain rights in relation to your personal data that we process. These are set out in more detail at

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

Disclosure of your personal data

We may have to share your personal data with (i) service providers who provide IT and system administration support, (ii) professional advisors including lawyers, bankers, auditors and insurers (iii) HMRC and other regulatory authorities or (iv) third parties to whom we sell, transfer or merge parts of our business or our assets.

We require all of these third parties to whom we transfer your data to respect the security of your personal data and to treat it in accordance with the law. They are only allowed to process your personal data on our instructions.

In relation to a Subject Access Right request, you may request that we inform you of the data we hold about you and how we process it. We will not charge a fee for responding to this request unless your request is clearly unfounded, repetitive or excessive in which case we may charge a reasonable fee or decline to respond.

We will, in most cases, reply within one month of the date of the request unless your request is complex or you have made a large number of requests in which case we will notify you of any delay and will in any event reply within 3 months.

If you wish to make a Subject Access Request, please send the request to [OTA secretary, C.O. BOS offices, 12 Bridwell place, London, EC4V 6AP] or email [secretary.ota@gmail.com] marked for the attention of the Data Compliance Officer.

International transfers

Some of our third party providers are businesses outside of the EEA in countries which do not always offer the same levels of protection for your personal data. We do our best to ensure a similar degree of security by ensuring that contracts, code of conduct or certification are in place which give your personal data the same protection it has within Europe. If we are not able to do so, we will request your explicit consent to the transfer and you can withdraw this consent at any time.

Keeping your data up to date

We have a duty to keep your personal data up to date and accurate so from time to time we will contact you to ask you to confirm that your personal data is still accurate and up to date.

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If there are any changes to your personal data (such as a change of address) please let us know as soon as possible by writing to or emailing the addresses set out in section 6 above.

Data security

We have put in place security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. We also limit access to your personal data to those employees, agents, contractors and other third parties who have a business need to know such data. They will only process your personal data on our instructions and are subject to a duty of confidentiality. We have put in place procedures to deal with any suspected personal data breaches and will notify you and any applicable regulator where we are legally required to do so.

Complaints

We are committed to protecting your personal data but if for some reason you are not happy with any aspect of how we collect and use your data, you have the right to complain to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues (www.ico.org.uk).

We should be grateful if you would contact us first if you do have a complaint so that we can try to resolve it for you.