



8 North Great Georges Street,
Dublin 1, Ireland
www.iiea.com

INDIVIDUAL MEMBERSHIP APPLICATION FORM

Name: _____

Address: _____

Phone: _____

Email: _____

Areas of interest (please tick where appropriate):

☐

Future of the EU

☐

UK Affairs

☐

Economics

☐

Geopolitics

☐

Digital

☐

Development

☐

Climate and Energy

☐

Germany and France

☐

Security and Defence

☐

Justice and Home Affairs

How did you hear about us?

☐

Website

☐

Social Media

☐

In the news (please state): _____

☐

From and IIEA member (please state): _____

☐

In your workplace (please state): _____

☐

Other (please state): _____

Please read and tick where appropriate

☐

I have read and agree to IIEA Individual Membership Terms and Conditions attached hereto.

☐

I support the main objects of the IIEA, namely the promotion of research and the advancement and the spread of knowledge of all aspects of International and European political, cultural, social, economic and legal institutions and proceedings and relations, and in particular in relation to the role and contribution of Ireland in the European and in the wider international context and to conduct and carry out research either by its own officers, servants or staff, or any other persons or organisations, on all the aforesaid matters.

As part of your Individual Membership, we would like to keep you in touch with regular updates on IIEA upcoming events, primarily via email. By ticking the box below, you are consenting to use of your contact information for receiving these updates. This information is solely for this purpose, and we will never share it with a third party.

☐

I consent to receive regular updates on IIEA activities

Signature: _____

Date: / /

Payment Options

*€300.00 inclusive of €50.00 registration fee applicable for first year only. Annual subscription is €250.00 thereafter.

☐ Bank Transfer

Bankers: Allied Irish Bank

Branch: 126-128 Capel Street, Dublin 1

Account Name: Institute of International and European Affairs

Branch Code: 93-11-36

Account No: 8744 5048

IBAN No: IE67 AIBK 9311 3687 4450 48

BIC/SWIFT: AIBKIE2D

Please quote your 'Reference' when sending payment

☐ Credit/Debit Card

To pay by credit/debit card please contact IIEA Reception
on **(01) 874 6756**

Once the application form is completed and signed, please email to reception@iiea.com

Membership Terms and Conditions

(Please read carefully)

To Note: All new membership applications are subject to approval by the Board of IIEA.

Membership of the Institute of International European Affairs (hereinafter referred to as the IIEA)

IIEA membership is conditional on acceptance of the terms and conditions set out in this agreement and as agreed by, and upon payment, of the IIEA subscription.

Members of IIEA are serviced by both IIEA, a company limited by guarantee.

This membership contract sets out what you can expect from IIEA and the conditions under which services are offered to members.

Commencement of membership

a) Start date: IIEA Membership will commence on the agreed date as stipulated on the subscription fee invoice and will be due for renewal year on year.

b) Termination date: Membership will continue as long as the subscription is paid, and the membership has not been terminated within the terms and conditions of the IIEA.

Varying Membership terms

These terms and conditions may be varied by IIEA.

Minimum subscription basis, term, rate and review

All membership fees are payable annually in advance. Fees are reviewed annually.

Subscription payment

IIEA is a registered charity and is VAT exempt.

IIEA will in the normal course invoice the member on the date of the anniversary of their previous invoice.

Duties of Care and Co-operation

IIEA will provide membership services with reasonable skill and care. Unless expressly agreed in writing no further conditions, warranties or representations are given by IIEA in relation to the services and any such terms are excluded, to the fullest extent permitted by law.

The services and the materials provided by IIEA to the member under this Agreement will not infringe or violate any intellectual property rights or other right of any third party.

Membership services are provided to Members only, and not for any other external or third party whether connected or not to a Member. IIEA will not be obliged to provide services to any third party nor will IIEA accept any liability or duty of care to any third party whatsoever.

In order to enable IIEA to provide membership services the member hereby agrees that together with its employees and agents, it will, at all times co-operate fully with IIEA in the provision of the services and permit IIEA to provide the services free of obstruction and interference.

Publications

IIEA provides speaker events, publications, documents, weekly digest, blogs, website, as part of various services provided. IIEA will use reasonable endeavours to ensure that the information contained in these publications is accurate at the time of publication, but IIEA does not provide any guarantee or warranty to that effect.

Staff and Contractors

IIEA shall be entitled to subcontract, delegate or assign the provision of any services or any of their rights or duties under these terms. IIEA shall have discretion as to which of its employees or self-employed agents, contractors or associates are assigned to perform the services.

Liability and Insurance

IIEA will not be liable to members in any circumstances for any property or for any indirect or consequential loss or damage such as lost profit, lost opportunity, lost goodwill, lost bargain, lost reputation, loss of anticipated savings or lost data whether caused by IIEA's negligence, the negligence of their employees or agents or otherwise.

Intellectual Property

All intellectual property rights of any nature (including copyright) created or provided by IIEA or its employees or agents shall be and remain the property of IIEA and any such materials shall be licensed and distributed to members for their internal use only.

Chatham House Rule

The IIEA operates under Chatham House Rule which is a rule or principle according to which information disclosed during a meeting may be reported by those present, but the source of that information may not be explicitly or implicitly identified.

Confidentiality

Each party agrees with the other not to divulge or allow to be divulged any confidential information relating to the other's business or affairs other than to its employees or subcontractors who need to know such information or where the other party has consented to such disclosure.

IIEA shall be entitled to use any member's information in its general reports or for the purpose of collating information about its members and employers generally provided that IIEA shall obtain the members consent before publishing any member name or information which allows the member to be specifically identified.

Data Protection

IIEA will collect data from members in a number of ways.

The IIEA Privacy Statement is outlined later in this document.

Cancellation of membership

Either Party (i.e., the member or IIEA) may terminate this Agreement upon notice in writing if the other is in breach of any material obligation contained in this Agreement, which is not remedied (if the same is capable of being remedied) within 30 days of written notice from the other Party so to do.

Membership can be cancelled by sending a letter of termination to Paul O'Neill at IIEA (Dublin Office) or email reception@iiea.com.

Membership fees paid for the current membership year are non-refundable. Any outstanding annual fees must be paid to IIEA by cheque, credit card or electronic transfer.

General

Each of the parties warrants its authority to enter into this agreement and has obtained all necessary approvals to do so.

This Agreement constitutes the entire understanding between the Parties relating to the subject matter hereof unless any representation or warranty made about this Agreement was made fraudulently and, save as may be expressly referred to or referenced herein, supersedes all prior representations, writings, negotiations, or understandings with respect hereto.

Both parties agree that these terms shall not be enforceable by any person who is not party to this Agreement.

Privacy Notice

1. What is Personal Data?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the EU General Data Protection Regulation (the "GDPR").

2. Who are we?

Institute of International & European Affairs (IIEA) is the data controller (contact details below). This means it determines how your personal data is processed and for what purposes.

3. How do we process your data?

IIEA complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access, and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

- To be able to communicate the activities, events, publications and news that may be of interest to you.
- To manage the contractual relationship between you and the IIEA.

4. What is the legal basis for processing your personal data?

We maintain personal data on the legal basis of our contractual relationship with you and/or legitimate interest.

5. Sharing your personal data

In certain circumstance, we need to share personal data in compliance within pursuit of legitimate company interests, for example the use of processors to manage communications, surveys, or the secure storage of your data.

6. International Transfer

All personal data is stored within the European Economic Area or countries that have been designated as adequate by the European Commission. We will not transfer any data to a third country or international organisation without your explicit consent and without appropriate privacy safeguards in place.

7. How long do we keep your data?

We keep data in accordance with the guidance set out within our formal records retention policies and do not maintain data beyond what is absolutely required by law.

8. Your rights and your personal data

You have the following rights with respect to your personal data: -

- The right to request a copy of your personal data, which IIEA holds about you.
- The right to request that IIEA correct any personal data if it is found to be inaccurate, incomplete, or out-of-date.
- The right to request your personal data is erased where it is no longer necessary or lawful for IIEA to retain such data.
- If we have required your consent to process data, you have the right to withdraw your consent to the processing at any time.
- The right to request that IIEA provide you with a copy of your personal data and, in certain circumstances, to transmit that data directly to another data controller.
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing
- The right to object to the processing of personal data, where:
 - IIEA relies on legitimate interests as the legal basis for processing.
 - IIEA is using the data for direct marketing.
 - IIEA is processing data for the purposes of scientific/historical research and statistics.
- The right to lodge a complaint with the Supervisory Authority. As IIEA's main establishment is based in Ireland, the Supervisory Authority is the Data Protection Commissioner (Ireland) - see details below.

9. Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice. The new notice will explain the new use of your personal data prior to commencing the processing. It will set out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

10. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact the IIEA Data Privacy Representative at the following location.

INSTITUTE OF INTERNATIONAL & EUROPEAN AFFAIRS
8 NORTH GREAT GEORGES STREET
DUBLIN 1

TEL: +353 1 874 6756
FAX: +353 1 878 6880
EMAIL: privacy@iiea.com
WEBSITE: www.iiea.com

11. Complaints

You can contact the Data Protection Commissioner (Ireland) on +353 (01) 765 01 00 or 1800 437 437; via webforms on www.dataprotection.ie or by writing to:

The Data Protection Commissioner,
6 Pembroke Row
Dublin 2
D02 X963
Ireland

INSTITUTE OF INTERNATIONAL & EUROPEAN AFFAIRS Privacy Notice
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