

IET Disciplinary Regulations

Privacy Notice

This Privacy Notice should be read in conjunction with the IET's main Privacy Notice, available at www.theiet.org/help/privacy.

Members of the IET are expected to abide by the [IET's Rules of Conduct](#). Where allegations of breaches of those rules are received, those allegations are handled in accordance with the process set out in the [IET's Disciplinary Regulations](#). This Privacy Notice sets out how personal data will be managed by the IET in the course of the disciplinary process. For further information about the disciplinary process, you are referred to the Guidance on the IET's Disciplinary.

Part A: Members, Complainants and Witnesses

The IET's lawful basis for processing personal data is: i) Article 6(1)(f) UK GDPR - '*processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data*'; and ii) Article 6(1)(b) UK GDPR - '*necessary for the performance of a contract*' (IET membership).

Where it is necessary to process criminal offence data, the IET will do so on the basis set out in Paragraph 33 of Schedule 1 of the Data Protection Act 2018, which is that the processing is '*necessary for the purpose of obtaining legal advice or the purpose of establishing, exercising or defending legal rights*'.

Where it is necessary to process special category data, the IET will do so on the basis set out in Article 9(2)(f) UK GDPR, which is that '*processing is necessary for the establishment, exercise or defence of legal claims*'.

The IET's volunteers and advisors engaged in the disciplinary process are under a duty of confidentiality to the IET in respect of all information they receive. IET volunteers are also required to abide by the IET's [Volunteer Code of Conduct](#).

Generally, the accused member will be informed of the identity of the complainant during the process unless:

- i) the complaint is made anonymously; or
- ii) it is likely that there is a risk to the rights and freedoms of the complainant. In this case, the IET will conduct appropriate analysis before continuing, and will notify the complainant of the outcome.

Even if the decision is made to withhold the identity of the complainant from the accused member, it may be such that the accused member can identify the complainant from the nature and details of the allegation and evidence provided.

The IET is mindful of the data protection principles, including the need for data minimisation, and before sharing personal data the IET will make any reasonable redactions to preserve the integrity of the information.

The table below sets out the personal information that will be processed at each stage of the disciplinary process, and by whom. References to:

- i) **“IET staff”** means those IET staff that need to know the information.

“Preliminary Investigation Panel” means the Preliminary Investigation Panel convened in accordance with Regulation 5 of the IET’s Disciplinary Regulations.
- ii) **“Disciplinary Panel”** means the Disciplinary Panel convened in accordance with Regulation 9 of the IET’s Disciplinary Regulations.
- iii) **“Independent Reviewer”** means the Independent Reviewer appointed in accordance with Regulation 18 of the IET’s Disciplinary Regulations.
- iv) **“President”** means the President of the IET.
- v) **“Appeal Panel”** means the Appeal Panel convened in accordance with Regulation 18 of the IET’s Disciplinary Regulations.

	Stage of disciplinary process	Accused member information	Who is the accused member’s information shared with?	Complainant information	Who is the complainant’s information shared with?	Witness information	Who is the other person’s information shared with?
1.	<ul style="list-style-type: none"> • Receipt/initiation of complaint • Complaint Secretary initial considerations 	<ul style="list-style-type: none"> • Name of individual complained about • Other details to verify the identity of the individual complained about to ensure they are an IET member. This might include: <ul style="list-style-type: none"> ○ Date of birth 	<ul style="list-style-type: none"> • IET staff • IET advisors <p>Where the Complaint Secretary considers that the issue should be referred to the police or any other agency, authority or body, the IET may either:</p>	<ul style="list-style-type: none"> • Name • Other identifying information as supplied by complainant • Details of the complaint • Any further details in response to Complaint Secretary 	<ul style="list-style-type: none"> • IET staff • IET advisors 	<ul style="list-style-type: none"> • Witnesses to the alleged improper conduct, as such information is supplied by the complainant. This might include: <ul style="list-style-type: none"> ○ Name ○ Home address ○ Email address 	<ul style="list-style-type: none"> • IET staff • IET advisors

		<ul style="list-style-type: none"> o Membership number o Home address o Email address (work and/or personal) o Employer information • Details of the alleged misconduct 	<p>i) Refer the complainant to the police or any other agency, authority or body; or</p> <p>ii) Make the referral to the police or any other agency, authority or body</p>	requests for further information		<p>(work and/or personal)</p> <ul style="list-style-type: none"> o Employer information • Details of witnesses' involvement in the complaint, as such information is supplied by the complainant 	
2.	Preliminary Investigation Committee – Conflict of interest check	<ul style="list-style-type: none"> • Name of individual complained about • Other details to verify the identity of the individual complained about to ensure no conflict 	<ul style="list-style-type: none"> • Three members of the Preliminary Investigation Committee, who are invited to form a Preliminary Investigation Panel to consider the case • Any additional members of the Preliminary Investigation Committee where a conflict has been identified 	<ul style="list-style-type: none"> • Name • Other details to verify the identity of the complainant to ensure no conflict 	<ul style="list-style-type: none"> • Three members of the Preliminary Investigation Committee, who are invited to form a Preliminary Investigation Panel to consider the case • Any additional members of the Preliminary Investigation Committee where a conflict has been identified 	<ul style="list-style-type: none"> • Name • Other details to verify the identity of the witness to ensure no conflict 	<ul style="list-style-type: none"> • Three members of the Preliminary Investigation Committee, who are invited to form a Preliminary Investigation Panel to consider the case • Any additional members of the Preliminary Investigation Committee where a conflict has been identified
3.	Preliminary Investigation Panel – initial consideration of the complaint (PIP1)	<ul style="list-style-type: none"> • As per row 1 above 	<ul style="list-style-type: none"> • Preliminary Investigation Panel • IET staff • IET advisors 	<ul style="list-style-type: none"> • As per row 1 above 	<ul style="list-style-type: none"> • Preliminary Investigation Panel • IET staff • IET advisors 	<ul style="list-style-type: none"> • As per row 1 above 	<ul style="list-style-type: none"> • Preliminary Investigation Panel • IET staff • IET advisors
4.	PIP 1 Decision – where matter does not raise an issue of improper conduct worthy of further consideration	<ul style="list-style-type: none"> • Decision of PIP1 	<ul style="list-style-type: none"> • Accused member • Complainant 				
5.	Investigation	<ul style="list-style-type: none"> • As per row 1 above • Details ascertained during course of investigation 	<ul style="list-style-type: none"> • IET staff • IET advisors • IET third party investigator(s)¹ • Complainant 	<ul style="list-style-type: none"> • As per row 1 above • Details ascertained during course of investigation 	<ul style="list-style-type: none"> • IET staff • IET advisors • IET third party investigator(s) • Accused member 	<ul style="list-style-type: none"> • As per row 1 above • Witnesses, as such information is supplied by the Accused member. 	<ul style="list-style-type: none"> • IET staff • IET advisors • IET third party investigator(s) • Accused member

¹ The third party investigator(s) is a separate data controller and will issue their own privacy notice in respect of the investigation they are instructed to carry out.

			<ul style="list-style-type: none"> • Witnesses 		<ul style="list-style-type: none"> • Witnesses 	<p>This might include:</p> <ul style="list-style-type: none"> ○ Name ○ Home address ○ Email address (work and/or personal) ○ Employer information <ul style="list-style-type: none"> • Details of witnesses' involvement, as such information is supplied by the Accused member • Details ascertained during course of investigation 	<ul style="list-style-type: none"> • Complainant
6.	Preliminary Investigation Panel – consideration of the investigator's report and recommendation (PIP2)	<ul style="list-style-type: none"> • As per row 5 above 	<ul style="list-style-type: none"> • Preliminary Investigation Panel • IET staff • IET advisors • Accused member (will receive a copy of the investigator's report only) 	<ul style="list-style-type: none"> • As per row 5 above 	<ul style="list-style-type: none"> • Preliminary Investigation Panel • IET staff • IET advisors • Accused member (will receive a copy of the investigator's report only) 	<ul style="list-style-type: none"> • As per row 5 above 	<ul style="list-style-type: none"> • Preliminary Investigation Panel • IET staff • IET advisors • Accused member (will receive a copy of the investigator's report only)
7.	PIP2 – where no further action	<ul style="list-style-type: none"> • Decision of PIP2 	<ul style="list-style-type: none"> • IET staff • IET advisors • Accused member • Complainant 				
8.	PIP2 – where referring to another body or procedure	<ul style="list-style-type: none"> • Decision of PIP2 	<ul style="list-style-type: none"> • IET staff • IET advisors • Relevant body • Accused member (unless otherwise prohibited) 				
9.	PIP2 – where proposing ABAS	<ul style="list-style-type: none"> • Decision of PIP2 and ABAS details 	<ul style="list-style-type: none"> • IET staff • IET advisors • Accused member • Complainant – where ABAS accepted, and only to confirm conclusion of process (not sanction) 				
10.	Disciplinary Committee –	<ul style="list-style-type: none"> • Name of individual 	<ul style="list-style-type: none"> • Three members of 	<ul style="list-style-type: none"> • Name 	<ul style="list-style-type: none"> • Three members of 	<ul style="list-style-type: none"> • Name 	<ul style="list-style-type: none"> • Three members of

	Conflict of interest check	<p>complained about</p> <ul style="list-style-type: none"> Other details to verify the identity of the individual complained about to ensure no conflict 	<p>the Disciplinary Committee, who are invited to form a Disciplinary Panel to consider the case</p> <ul style="list-style-type: none"> Any additional members of the Disciplinary Committee where a conflict has been identified Where a Disciplinary Panel member is objected to by the accused member, the Chair of the Disciplinary Panel will consider the objection, who may be advised by IET staff or IET advisors 	<ul style="list-style-type: none"> Other details to verify the identity of the complainant to ensure no conflict 	<p>the Disciplinary Committee, who are invited to form a Disciplinary Panel to consider the case</p> <ul style="list-style-type: none"> Any additional members of the Disciplinary Committee where a conflict has been identified Where a Disciplinary Panel member is objected to by the accused member, the Chair of the Disciplinary Panel will consider the objection, who may be advised by IET staff or IET advisors 	<ul style="list-style-type: none"> Other details to verify the identity of the witness to ensure no conflict 	<p>the Disciplinary Committee, who are invited to form a Preliminary Investigation Panel to consider the case</p> <ul style="list-style-type: none"> Any additional members of the Disciplinary Committee where a conflict has been identified Where a Disciplinary Panel member is objected to by the accused member, the Chair of the Disciplinary Panel will consider the objection, who may be advised by IET staff or IET advisors
11.	Disciplinary panel – preliminary / procedural issues	<ul style="list-style-type: none"> All information pertaining to the issue to be determined 	<ul style="list-style-type: none"> Chair of Disciplinary Panel, or full Disciplinary Panel, as applicable IET staff IET advisors (including Legal Assessor) Presenter Accused member advisors / representative (if so appointed) 	<ul style="list-style-type: none"> All information pertaining to the issue to be determined 	<ul style="list-style-type: none"> Chair of Disciplinary Panel, or full Disciplinary Panel, as applicable IET staff IET advisors (including Legal Assessor) Presenter Accused member Accused member advisors / representative (if so appointed) 	<ul style="list-style-type: none"> All information pertaining to the issue to be determined 	<ul style="list-style-type: none"> Chair of Disciplinary Panel, or full Disciplinary Panel, as applicable IET staff IET advisors (including Legal Assessor) Presenter Accused member Accused member advisors / representative (if so appointed)
12.	Disciplinary Panel hearing	<ul style="list-style-type: none"> As per row 5 Any further evidence submitted in preparation for the Disciplinary Panel hearing Any further 	<ul style="list-style-type: none"> Disciplinary Panel IET staff IET advisors (including Legal Assessor) Presenter Accused member 	<ul style="list-style-type: none"> As per row 5 Any further evidence submitted in preparation for the Disciplinary Panel hearing Any further 	<ul style="list-style-type: none"> Disciplinary Panel IET staff IET advisors (including Legal Assessor) Presenter Accused member 	<ul style="list-style-type: none"> As per row 5 Any further evidence submitted in preparation for the Disciplinary Panel hearing Any further 	<ul style="list-style-type: none"> Disciplinary Panel IET staff IET advisors (including Legal Assessor) Presenter Accused member

		documentary evidence admitted during the Disciplinary Panel hearing <ul style="list-style-type: none"> All oral evidence submitted during the Disciplinary Panel hearing Where the Disciplinary Panel hearing is convened in accordance with Regulation 17.10, all evidence produced as part of the appeal. 	advisors / representative (if so appointed) <ul style="list-style-type: none"> Attendees of the hearing (including witnesses and those invited by the Disciplinary Panel) 	documentary evidence admitted during the Disciplinary Panel hearing <ul style="list-style-type: none"> All oral evidence submitted during the Disciplinary Panel hearing Where the Disciplinary Panel hearing is convened in accordance with Regulation 17.10, all evidence produced as part of the appeal. 	<ul style="list-style-type: none"> Accused member advisors / representative (if so appointed) Attendees of the hearing (including witnesses and those invited by the Disciplinary Panel) 	documentary evidence admitted during the Disciplinary Panel hearing <ul style="list-style-type: none"> All oral evidence submitted during the hearing Where the Disciplinary Panel hearing is convened in accordance with Regulation 17.10, all evidence produced as part of the appeal. 	<ul style="list-style-type: none"> Accused member advisors / representative (if so appointed) Attendees of the hearing (including witnesses and those invited by the Disciplinary Panel)
13.	Disciplinary Panel - decision	<ul style="list-style-type: none"> Decision of Disciplinary Panel 	<ul style="list-style-type: none"> Disciplinary Panel Preliminary Investigation Panel IET staff IET advisors (including Legal Assessor) Presenter Accused member Complainant – only to confirm conclusion of process (not the decision / sanction) 				
14.	Disciplinary Panel – publication of decision (suspension or expulsion only)	<ul style="list-style-type: none"> Name and post nominals Sanction Duration of sanction (suspension only) 	<ul style="list-style-type: none"> Readers of IET's website² 				
15.	Disciplinary Panel – publication of decision at	<ul style="list-style-type: none"> Name and post nominals 	<ul style="list-style-type: none"> Readers of IET's 				

² <https://www.theiet.org/about/governance/disciplinary-panel-decisions>. Readers of the IET's website include, but are not limited to, IET members, volunteers, customers and the general public.

The purpose of publishing the sanction (suspension / expulsion) is to uphold professional standards and the integrity of the IET to its members, the sector and the general public. It is necessary and appropriate to correct public perception as to the sanctioned individual's standing with the IET - in the same way that publication of membership, fellowship and professional registration may professionally advantage an individual, that professional advantage may be lost upon publication of membership suspension / termination pursuant to disciplinary action. Therefore, this activity is the singular mechanism for alerting others (including (potential) employers and other membership/professional bodies) that an individual's membership is suspended or terminated and serves to protect the public.

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	the request of the accused member	<ul style="list-style-type: none"> The fact that a complaint of improper conduct against the accused member has been dismissed. 	website ³				
16.	Disciplinary Panel – notification of decision to Engineering Council or other regulatory body (suspension or expulsion of registered member only)	<ul style="list-style-type: none"> Name Date of birth Membership number Home address Sanction 	<ul style="list-style-type: none"> Engineering Council / other regulatory body 				
17.	Appeal by complainant at PIP1 Stage – Conflict of interest check	<ul style="list-style-type: none"> Name of individual complained about Other details to verify the identity of the individual complained about to ensure no conflict 	<ul style="list-style-type: none"> Independent Reviewer (external volunteer) Any other individual invited to perform the role of the Independent Reviewer where a conflict has been identified 	<ul style="list-style-type: none"> Name Other details to verify the identity of the complainant to ensure no conflict 	<ul style="list-style-type: none"> Independent Reviewer Any other individual invited to perform the role of the Independent Reviewer where a conflict has been identified 	<ul style="list-style-type: none"> Name Other details to verify the identity of the witness to ensure no conflict 	<ul style="list-style-type: none"> Independent Reviewer Any other individual invited to perform the role of the Independent Reviewer where a conflict has been identified
18.	Appeal by complainant at PIP1 Stage	<ul style="list-style-type: none"> As per rows 3 and 4 above Details as set out in the Appeal Notice 	<ul style="list-style-type: none"> Independent Reviewer IET staff IET advisors 	<ul style="list-style-type: none"> As per rows 3 and 4 above Details as set out in the Appeal Notice 	<ul style="list-style-type: none"> Independent Reviewer IET staff IET advisors 	<ul style="list-style-type: none"> As per rows 3 and 4 above Details as set out in the Appeal Notice 	<ul style="list-style-type: none"> Independent Reviewer IET staff IET advisors
19.	Independent Reviewer – decision (after PIP1 appeal)	<ul style="list-style-type: none"> Decision of Independent Reviewer 	<ul style="list-style-type: none"> Independent Reviewer IET staff IET advisors Complainant Preliminary Investigation Panel (where the appeal is accepted) 	<ul style="list-style-type: none"> Decision of Independent Reviewer 	<ul style="list-style-type: none"> Independent Reviewer IET staff IET advisors Accused member (if so directed by the Independent Reviewer) Preliminary Investigation Panel (where the appeal is accepted) 		
20.	Appeal by complainant at PIP2 Stage – Conflict of	<ul style="list-style-type: none"> Name of individual complained about 	<ul style="list-style-type: none"> Independent Reviewer (external volunteer) 	<ul style="list-style-type: none"> Name Other details to 	<ul style="list-style-type: none"> Independent Reviewer 	<ul style="list-style-type: none"> Name Other details to verify 	<ul style="list-style-type: none"> Independent Reviewer

³ The duration of this notice appearing on the IET's website will be agreed with the member concerned, subject to a limit of 12 months.

	interest check	<ul style="list-style-type: none"> Other details to verify the identity of the individual complained about to ensure no conflict 	<ul style="list-style-type: none"> Any other individual invited to perform the role of the Independent Reviewer where a conflict has been identified 	verify the identity of the complainant to ensure no conflict	<ul style="list-style-type: none"> Any other individual invited to perform the role of the Independent Reviewer where a conflict has been identified 	the identity of the witness to ensure no conflict	<ul style="list-style-type: none"> Any other individual invited to perform the role of the Independent Reviewer where a conflict has been identified
21.	Appeal by complainant at PIP2 Stage	<ul style="list-style-type: none"> As per rows 6 and 7 above Details as set out in the Appeal Notice 	<ul style="list-style-type: none"> Independent Reviewer IET staff IET advisors 	<ul style="list-style-type: none"> As per rows 6 and 7 above Details as set out in the Appeal Notice 	<ul style="list-style-type: none"> Independent Reviewer IET staff IET advisors 	<ul style="list-style-type: none"> As per rows 6 and 7 above Details as set out in the Appeal Notice 	<ul style="list-style-type: none"> Independent Reviewer IET staff IET advisors
22.	Independent Reviewer – decision (after PIP2 appeal)	<ul style="list-style-type: none"> Decision of Independent Reviewer 	<ul style="list-style-type: none"> Independent Reviewer IET staff IET advisors Complainant Preliminary Investigation Panel (where the appeal is accepted) 	<ul style="list-style-type: none"> Decision of Independent Reviewer 	<ul style="list-style-type: none"> Independent Reviewer IET staff IET advisors Accused member (if so directed by the Independent Reviewer) Preliminary Investigation Panel (where the appeal is accepted) 		
23.	Appeal by member – Conflict of interest check (President)	<ul style="list-style-type: none"> Name of individual complained about Other details to verify the identity of the individual complained about to ensure no conflict 	<ul style="list-style-type: none"> President Deputy / Vice Presidents where a conflict has been identified 	<ul style="list-style-type: none"> Name Other details to verify the identity of the complainant to ensure no conflict 	<ul style="list-style-type: none"> President Deputy / Vice Presidents where a conflict has been identified 	<ul style="list-style-type: none"> Name Other details to verify the identity of the witness to ensure no conflict 	<ul style="list-style-type: none"> President Deputy / Vice Presidents where a conflict has been identified
24.	Appeal by member – consideration by President	<ul style="list-style-type: none"> Appeal Notice as submitted by the accused member, including all information and evidence attached. 	<ul style="list-style-type: none"> President 	<ul style="list-style-type: none"> Appeal Notice as submitted by the accused member, including all information and evidence attached. 	<ul style="list-style-type: none"> President 	<ul style="list-style-type: none"> Appeal Notice as submitted by the accused member, including all information and evidence attached. 	<ul style="list-style-type: none"> President
25.	President - decision	<ul style="list-style-type: none"> Decision of President 	<ul style="list-style-type: none"> President IET staff IET advisors (including Legal Assessor) Disciplinary Panel (where President makes decision) 				

			<ul style="list-style-type: none"> under Regulation 17.1.1) • Appeal Panel (where President makes decision under Regulation 17.1.2) 				
26.	Appeal by member – Conflict of interest check (Appeal Panel)	<ul style="list-style-type: none"> • Name of individual complained about • Other details to verify the identity of the individual complained about to ensure no conflict 	<ul style="list-style-type: none"> • Six members of other Professional Engineering Institutions, who are invited to form an Appeal Panel to consider the case • Where an Appeal Panel member is objected to by the accused member, the President will consider the objection, who may be advised by IET staff or IET advisors 	<ul style="list-style-type: none"> • Name • Other details to verify the identity of the complainant to ensure no conflict 	<ul style="list-style-type: none"> • Six members of other Professional Engineering Institutions, who are invited to form an Appeal Panel to consider the case • Where an Appeal Panel member is objected to by the accused member, the President will consider the objection, who may be advised by IET staff or IET advisors 	<ul style="list-style-type: none"> • Name • Other details to verify the identity of the witness to ensure no conflict 	<ul style="list-style-type: none"> • Six members of other Professional Engineering Institutions, who are invited to form an Appeal Panel to consider the case • Where an Appeal Panel member is objected to by the accused member, the President will consider the objection, who may be advised by IET staff or IET advisors
27.	Appeal Panel – preliminary / procedural issues	<ul style="list-style-type: none"> • All information pertaining to the issue to be determined 	<ul style="list-style-type: none"> • Chair of Appeal Panel, or full Appeal Panel, as applicable • IET staff • IET advisors (including Legal Assessor) • Presenter • Accused member advisors / representative (if so appointed) 	<ul style="list-style-type: none"> • All information pertaining to the issue to be determined 	<ul style="list-style-type: none"> • Chair of Appeal Panel, or full Appeal Panel, as applicable • IET staff • IET advisors (including Legal Assessor) • Presenter • Accused member • Accused member advisors / representative (if so appointed) 	<ul style="list-style-type: none"> • All information pertaining to the issue to be determined 	<ul style="list-style-type: none"> • Chair of Appeal Panel, or full Appeal Panel, as applicable • IET staff • IET advisors (including Legal Assessor) • Presenter • Accused member • Accused member advisors / representative (if so appointed)
28.	Appeal Panel – hearing	<ul style="list-style-type: none"> • As per row 12, but excluding any oral evidence presented at the Disciplinary Panel hearing. • Any further evidence submitted in preparation for the 	<ul style="list-style-type: none"> • Appeal Panel • IET staff • IET advisors (including Legal Assessor) • Presenter • Accused member advisors / 	<ul style="list-style-type: none"> • As per row 12, but excluding any oral evidence presented at the Disciplinary Panel hearing. • Any further evidence submitted in preparation for 	<ul style="list-style-type: none"> • Appeal Panel • IET staff • IET advisors (including Legal Assessor) • Presenter • Accused member advisors / 	<ul style="list-style-type: none"> • As per row 12, but excluding any oral evidence presented at the Disciplinary Panel hearing. • Any further evidence submitted in preparation for 	<ul style="list-style-type: none"> • Appeal Panel • IET staff • IET advisors (including Legal Assessor) • Presenter • Accused member advisors /

		<p>Appeal Panel hearing further</p> <ul style="list-style-type: none"> Any documentary evidence admitted during the Appeal Panel hearing All oral evidence submitted during the Appeal Panel hearing 	<p>representative (if so appointed)</p> <ul style="list-style-type: none"> Attendees of the hearing (including witnesses and those invited by the Appeal Panel) 	<p>the Appeal Panel hearing further</p> <ul style="list-style-type: none"> Any documentary evidence admitted during the Appeal Panel hearing All oral evidence submitted during the Appeal Panel hearing 	<p>representative (if so appointed)</p> <ul style="list-style-type: none"> Attendees of the hearing (including witnesses and those invited by the Appeal Panel) 	<p>the Appeal Panel hearing further</p> <ul style="list-style-type: none"> Any documentary evidence admitted during the Appeal Panel hearing All oral evidence submitted during the Appeal Panel hearing 	<p>representative (if so appointed)</p> <ul style="list-style-type: none"> Attendees of the hearing (including witnesses and those invited by the Appeal Panel)
29.	Appeal Panel - decision	<ul style="list-style-type: none"> Decision of Appeal Panel 	<ul style="list-style-type: none"> Appeal Panel Disciplinary Panel Preliminary Investigation Panel IET staff IET advisors (including Legal Assessor) Presenter Accused member Complainant – only to confirm conclusion of process (not the decision / sanction) 				
30.	Appeal Panel – publication of decision (suspension or expulsion only)	<ul style="list-style-type: none"> Name and post nominals Sanction Duration of sanction (suspension only) 	<ul style="list-style-type: none"> Readers of IET website⁴ 				
31.	Appeal Panel – notification to Engineering Council or other regulatory body (suspension or expulsion of registered member only)	<ul style="list-style-type: none"> Name Date of birth Membership number Home address Sanction 	<ul style="list-style-type: none"> Engineering Council / other regulatory body 				
32.	At any point – where criminal or civil proceedings related to the	<ul style="list-style-type: none"> Name Information as to the criminal or civil 	<ul style="list-style-type: none"> Preliminary Investigation Committee or Chair of 				

⁴ See footnote 1 above.

	alleged misconduct are under way or likely (Regulation 1.2)	proceedings related to the alleged misconduct	Disciplinary Panel (as applicable) <ul style="list-style-type: none"> • IET staff • IET advisors • Complainant 				
33.	At any point – where the accused member’s membership comes to an end during the disciplinary process (Regulation 1.4)	<ul style="list-style-type: none"> • Name • Information available pertaining to the allegations against the accused member as at the date of referral to the GEE Director 	<ul style="list-style-type: none"> • IET staff • IET advisors • Preliminary Investigation Panel (if so appointed, for the purposes of communicating GEE Director’s decision) • Disciplinary Panel (if so appointed, for the purposes of communicating GEE Director’s decision) • Appeal Panel (if so appointed, for the purposes of communicating GEE Director’s decision) • Complainant (for the purposes of communicating GEE Director’s decision) 				

With regards to the Presenter and accused member’s representative, their details will be shared with all participants at a Disciplinary Panel or Appeal Panel hearing (as applicable) and may be documented within the case-related papers and communications.

Part B: Volunteers

1. Definitions:

For the purposes of paragraphs 2 to 6 of this Part B, the following definitions are used:

- a. **“Disciplinary Hearing Participants”** means all or some of the following: the Disciplinary Panel, Presenter, Legal Assessor, witnesses, accused member’s advisors/representative and any other attendees at the hearing.

- b. “**Appeal Participants**” means all or some of the following: the Independent Reviewer, President, Appeal Panel, Presenter, Legal Assessor, witness, accused member’s advisor/representative.

2. Preliminary Investigation Committee / Panel:

- a. Your name and post nominals are published on the IET’s website to confirm you are a member of the Preliminary Investigation Committee.
- b. In the course of your volunteering role, your name and (in some cases) the documentation you produce (such as (but not limited to) the PIP1 Decision Notice and PIP2 Decision Notice, recording your decision) may be shared with:
 - i) the accused member and the complainant;
 - ii) authorised IET staff;
 - iii) the investigator;
 - iv) if there is a hearing: the Disciplinary Hearing Participants;
 - v) if there is an appeal: the Appeal Participants;
 - vi) the IET’s external legal counsel for the purpose of receiving advice.
- c. Your personal data is processed under the lawful basis Article 6(1)(f) UK GDPR, as *‘processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data’*.

3. Disciplinary Committee / Panel:

- a. Your name and post nominals are published on the IET’s website to confirm you are a member of the Disciplinary Committee.
- b. In the course of your volunteering role, your name and (in some cases) the documentation you produce (such as (but not limited to) the Disciplinary Panel Decision Notice, recording your decision) will be shared with:

- i) the accused member and the complainant;
 - ii) authorised IET staff;
 - iii) the Disciplinary Hearing Participants;
 - iv) if there is an appeal: the Appeal Participants;
 - v) the IET's external legal counsel for the purpose of receiving advice.
- c. Your personal data is processed under the lawful basis Article 6(1)(f) UK GDPR, as *'processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data'*.

4. Independent Reviewer:

- a. Your personal details (including name, email address and phone number) will be shared only with those IET staff members who oversee the member disciplinary process, the IET's external legal counsel, and those who have a need to know the information.
- b. In the course of your volunteering role, your name, post nominals, position as a member of another Professional Engineering Institution and the documentation you produce (such as the Independent Reviewer Decision Notice, recording your decision) will be shared with:
 - i) the accused member and complainant;
 - ii) authorised IET staff;
 - iii) subject to the decisions made specifically within the consideration of the appeal and thereafter within the process generally as set out in the IET Disciplinary Regulations, the Preliminary Investigation Panel members, the Disciplinary Hearing Participants and the Appeal Participants;
 - iv) the IET's external legal counsel for the purpose of receiving advice.

- c. In the event the IET receives a subject access request relating to information processed by you in the course of this role, the IET will only disclose your personal information where it is lawful to do so in the circumstances, and in accordance with the UK GDPR and Data Protection Act 2018.
- d. Your personal data is processed under the lawful basis Article 6(1)(f) UK GDPR, as *'processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data'*.

5. President

- a. In the course of your volunteering role, your name and the documentation you produce (such as (but not limited to) the President Decision Notice, recording your decision) will be shared with:
 - i) the accused member and complaint;
 - ii) authorised IET staff;
 - iii) subject to the decisions made specifically within the consideration of the appeal and thereafter within the process generally as set out in the IET Disciplinary Regulations, the Disciplinary Hearing Participants and the Appeal Participants;
 - iv) the IET's external legal counsel for the purpose of receiving advice.
- b. Your personal data is processed under the lawful basis Article 6 (1) (f) UK GDPR, as *'processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data'*.

6. Appeal Panel Members

- a. Your personal details (including name, email address and phone number) will be shared only with those IET staff members who oversee the member disciplinary process, the IET's external legal counsel, and those who have a need to know the information.

- b. In the course of your volunteering role, your name, post nominals, position as a member of another Professional Engineering Institution and the documentation you produce (such as the Appeal Panel Decision Notice, recording your decision) will be shared with:
- i) the accused member and complainant;
 - ii) authorised IET staff;
 - iii) the Appeal Participants;
 - iv) the Disciplinary Panel members and the Preliminary Investigation Panel members;
 - v) the IET's external legal counsel for the purpose of receiving advice.
- c. In the event the IET receives a subject access request relating to information processed by you in the course of this role, the IET will only disclose your personal information where it is lawful to do so in the circumstances, and in accordance with the UK GDPR and Data Protection Act 2018.
- d. Your personal data is processed under the lawful basis Article 6(1)(f) UK GDPR, as '*processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data*'.

Part C: Retention of information

- The IET's legal team will retain all case papers in accordance with the following retention periods. Case papers includes (but is not limited to): decision notices / forms, reports, evidence, emails.
- All sanctions will remain on the accused member's membership record indefinitely. Where the sanction is suspension or expulsion, it will be visible to all IET staff (without exception), all other sanctions will be visible by staff on a need to know basis.

Stage of disciplinary process at which the case was concluded	Retention Period
Complaint Secretary – initial considerations	6 years from the conclusion of the stage
PIP1 Decision – where matter does not raise an issue of improper conduct worthy of further consideration	6 years from the conclusion of the stage
PIP2 Decision – where no further action	6 years from the conclusion of the stage
PIP2 Decision – where referring to another body of procedure	6 years from the conclusion of the stage
PIP2 Decision – where proposing ABAS	6 years from the time the accused member ceases to be an IET member
Disciplinary Panel Decision	<p>For all sanctions except suspension or suspension – 6 years from the time the accused member ceases to be an IET member</p> <p>For suspension – 6 years from the later of: i) the end of the suspension period; and ii) the time the accused member ceases to be an IET member</p> <p>For expulsion – indefinitely</p>
Independent Reviewer Decision (appeal against PIP1 decision)	6 years from the conclusion of the stage
Independent Reviewer Decision (appal against PIP1 decision)	6 years from the conclusion of the stage
Appeal Panel Decision	<p>For all sanctions except suspension or suspension – 6 years from the time the accused member ceases to be an IET member</p> <p>For suspension – 6 years from the later of: i) the end of the suspension period; and ii) the time the accused member ceases to be an IET member</p> <p>For expulsion – indefinitely</p>

Part D: Data Subject Access Rights

You have the right of erasure, the right to object, the right of rectification and the right of access to copies of the data we hold that relates to you. Not all of these rights are absolute, and there may be an exemption in the Data protection Act 2018 that applies.

If at any time you wish to exercise your rights or have a question or concern about how the IET processes personal data, please contact the IET Data Protection Officer at compliance@theiet.org.

Part E: Data Protection Complaints

You have the right to raise a complaint with the [Information Commissioners Office \(ICO\)](#), however we would be grateful for the opportunity to address your complaint in the first instance by contacting compliance@theiet.org.

If you are an EU resident, you may raise a complaint with the IET's EU GDPR Representative – European Data Protection Office (EDPO). You can contact EDPO regarding matters pertaining to the GDPR by using EDPO's online request form: <https://edpo.com/gdpr-data-request/> or by writing to EDPO at Avenue Huart Hamoir 71, 1030 Brussels, Belgium.

If you are resident in India, you may contact the IET India Designated Grievance Officer at india@theiet.org.

If you are resident in China, you may contact china@theiet.org regarding any data rights requests or concerns relating to how the IET handles your personal information.