

Aural Care Community of Interest Guidance Note

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Guidance note

General information on completing your application.

Please read this guidance before completing your application and confirm you have read it by clicking the button at the end of the page.

The notes are intended to help you understand and complete your application to the Aural Care Community of Interest. However, if there is something you do not understand, please contact us by emailing registration@ahcs.ac.uk.

Please also contact us if you experience any difficulty or suffer from any impairment that means you are unable to complete the application.

Further details can be found on the AHCS website.

Guidance notes for the following sections:

- **Employer details**

In this section we ask that you provide employer details related to ear wax removal, for example if you perform it yourself or as part of your role.

If you are also an ear wax removal training provider, please provide the details of your training centre by selecting *add another employment* at the bottom of the page.

- **Education and Training**

In this section we ask that you provide details of any courses related to the removal of ear wax that you may have completed.

- **Professional Identity**

This section focuses on membership to any professional organisations or regulators of which you may be a member or registrant.

We are also interested to know about the techniques you have been trained to perform.

Incomplete or incorrect applications

Your application can only be assessed based on the information you provide. Every application is checked by a member of the Administration team to ensure the information you have provided is complete, otherwise you will be notified by email and may be asked for further information. Please ensure you resubmit your completed application as quickly as possible.

Successful applications

For applications to join a Community of Interest, once your application has been approved and your fee payment has cleared, we will:

- notify you by email on the day we accept your application, and.
- enter your details to the Community of Interest.

Declarations

Please make sure that you fully understand the Declaration statement before completing and submitting your application to the Aural Care Community of Interest.

Data Protection and Confidentiality

The Academy for Healthcare Science respects your privacy and is committed to protecting and safeguarding your personal data. The [AHCS Privacy Notice](#) informs you about how we look after your personal data when you visit our website and systems (regardless of where you visit from). It tells you about your privacy rights and how the law protects you under the General Data Protection Regulation.

The AHCS processes your personal data for the following purposes:

- to administer your application to join the Aural Care Community of Interest with the Academy for Healthcare Science and any subsequent renewals to remain on the Community of Interest.
- to maintain the Aural Care Community of Interest.
- informing you about the activities of the AHCS and any changes to legislation that may affect your Aural Care Community of Interest membership.

We recommend you read the [AHCS Privacy Notice](#) in full, which provides more detail on how we manage data protection and your privacy.