



SRLPDC

SCOTTISH REGISTER OF LANGUAGE PROFESSIONALS
WITH THE DEAF COMMUNITY

PRIVACY NOTICE

Introduction

At SRLPDC (The Scottish Register of Language Professionals with the Deaf Community), we're committed to protecting and respecting your privacy.

This Notice explains when and why we collect personal information about you, how we use it, the conditions under which we may disclose it to others and how we keep it secure.

Any questions regarding this Notice and our privacy practices should be sent by email to mail@thescottishregister.co.uk or by writing to SRLPDC at c/o Brett Nicholls Associates, 63, Ruthven Lane, Glasgow, G12 9BG. Alternatively, you can telephone us on 07788 722528 (voice, text, Glide).

SRLPDC wants to be accessible for all people including those who use BSL. Dialogue and information can be received/held via webcam, for example Skype, Zoom, Facetime, WhatsApp and so on. Requests in BSL will also be accepted either in person or via webcam or video clip.



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WHO ARE WE?

As the registration/ regulatory body in Scotland, SRLPDC:

- *maintains the Scottish Register of different categories of communication professionals and agencies who work with the Deaf community;*
- *sets minimum standards for registration*
- *sets minimum ongoing professional development requirements and confirms submissions on an annual basis;*
- *ensures SRLPDC registrants comply with SRLPDC's policies and procedures;*
- *provides a channel for concerns and complaints to be raised and addressed;*
- *promotes awareness of SRLPDC and the purpose of registration, in particular, protection of the public.*

Registration with SRLPDC for both qualified and trainee practitioners provides reassurance to purchasers and users of the service of the level of professionalism expected from the communication professional.

SRLPDC is a registered charity (no. SCO 17305) and a registered company (no. SC359723) and the registered address is as noted above.

HOW DO WE COLLECT PERSONAL INFORMATION FROM YOU?

We obtain information about you when you complete registration application forms and when you provide annual evidence of continuous professional development (CPD).



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ON WHAT BASIS IS YOUR PERSONAL INFORMATION COLLECTED?

SRLPDC has concluded that it is not appropriate to rely on consent as the lawful basis for the processing of your personal information as SRLPDC cannot meet its objectives without access to this data. The requirement for freely given consent cannot be met if you must provide the data in order to benefit from the service.

SRLPDC has therefore concluded that the lawful basis on which it is relying for the collection of your personal information is Legitimate Interests. That is, that the processing is necessary under the Legitimate Interests of the Data Controller, in this case SRLPDC, and that this does not override your interests or fundamental rights.

Further, SRLPDC has concluded that it is in your legitimate interest to provide this data, as without it the services that SRLPDC offer would not be available to you. SRLPDC believes that you would reasonably expect that this data would be required by SRLPDC.

WHAT TYPE OF INFORMATION IS COLLECTED FROM YOU?

The personal information we collect might include your name, address, contact number(s) and email address. For registration applications, the personal information we collect might include copies of qualification certificates for verification and authentication, references, photos (for ID cards), interview papers/ related video clips, correspondence (including invoices), copies of evidence of Professional Indemnity Insurance (PII) cover, copy PII certificates, confirmation of your membership of the PVG scheme and logs and evidence of CPD activities. All CPD logs must be fully anonymised prior to submission so as to protect the identities and interests of any individuals referred to.



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HOW IS YOUR INFORMATION USED?

We may use your information to:

- *record your registration status and category;*
- *provide you with information, including information about SRLPDC'S work;*
- *evidence accreditation (to meet registration criteria and CPD requirements);*
- *provide you with a photo ID card*
- *provide you with a SRLPDC Website Registrant's Page login*
- *provide you with a CPD login*
- *record the starting date of your registration*
- *record your contact details on the SRLPDC website Register*
- *record payment records*
- *record evidence of termination of your registration*

HOW LONG IS YOUR INFORMATION HELD FOR AND WHY?

Your name, address, contact number(s) and email address will be held for no more than 12 months after you are no longer a registrant.

This information is required in order for you to benefit from SRLPDC's services and the time limit for secure destruction of this data has been set to take into account any outstanding administration to be carried out on your behalf on leaving the Register.

All CPD (including copies of qualification certificates) and all correspondence will be held for no more than 12 months after you are no longer a registrant. This information provides SRLPDC with a history of your skills related evidence. The time limit has been set for the reason given above.

All photos will be securely deleted/destroyed as soon as you are no longer a registrant. A photo is required for ID only while you are a registrant.

All other information, including any interview papers/ related video clips and copies of PII certificates will be subject to an annual data review and will be securely destroyed once the information is more than six months old. This means that the maximum time such data will be held is 18 months. This time limit has been set to ensure that this information is not held for any longer than necessary.



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WHO HAS ACCESS TO YOUR INFORMATION?

SRLPDC employers and the Trustees on the SRLPDC Board have access to your information. Certain information i.e. contact details is made available through the SRLPDC website Register so that it can be viewed by individuals, groups, organisations and bodies seeking access to interpreting services for Deaf people. As the website Register is supported by and can be accessed by the website host, a Data Protection Agreement is in place.

HOW CAN YOU ACCESS AND UPDATE YOUR PERSONAL INFORMATION?

The accuracy of your information is important to us. If you change email address, or any of the other information we hold is inaccurate or out of date, please email us at mail@thescottishregister.co.uk or by writing to SRLPDC at c/o Brett Nicholls Associates, 63, Ruthven Lane, Glasgow, G12 9BG. Alternatively, you can telephone us on 07788 722528 (voice, text, Glide).

You have the right to ask for a copy of the information SRLPDC hold about you, using the contact details above.

HOW CAN YOU HAVE YOUR PERSONAL INFORMATION REMOVED FROM SRLPDC'S RECORDS?

Your personal information is normally retained for as long as you remain a SRLPDC registrant and for no more than 12 months after your registration has ceased or been withdrawn.

Should you decide that you wish to have your information removed from SRLPDC's records prior to this period having elapsed, you should email us at mail@thescottishregister.co.uk or by writing to us at c/o Brett Nicholls Associates, 63, Ruthven Lane, Glasgow, G12 9BG. Alternatively, you can telephone us on 07788 722528 (voice, text, Glide).



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SECURITY PRECAUTIONS IN PLACE TO PROTECT YOUR INFORMATION FROM LOSS, MISUSE OR ALTERATION

When you give us personal information, we take steps to ensure that it is handled securely. Filing cabinets are kept locked when not in use and online records are password protected appropriately. Paperwork is shredded, and on occasion, confidential shredding services may be used for data destruction.

LINKS TO OTHER WEBSITES

Our website may contain links to other websites run by other organisations.

This Privacy notice applies only to SRLPDC's website, so we encourage you to read the privacy statements on the other websites you visit. We cannot be responsible for the privacy policies and practices of the owners and operators of third party sites and recommend that you check the policy of that third party site.