

# Ensign Interpreting

Data Protection Policy &  
Retention of Information Statement

## Summary

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# Data Protection

This document explains your rights, as a customer of Ensign Interpreting, under the Data Protection Act 1998.

It explains why we require your personal data, and what you can expect from us in terms of our Data Protection responsibilities.

## Ensign Interpreting Data Protection Statement

Ensign Interpreting is fully committed to compliance with the Data Protection Act 1998. The following principles will apply when we handle your personal information:

### Overall principles

- Your personal information is only processed with your knowledge.
- Only information that we actually need is collected and processed.
- Your personal information is only seen by those who need it to do their jobs.
- Personal information is retained only for as long as it is required.
- Decisions affecting you are made on the basis of reliable and up to date information.
- Your information is protected from unauthorised or accidental disclosure.
- Inaccurate or misleading data will be corrected as soon as possible.
- These principles apply whether we hold information on paper or in electronic form.

## Retention of Information

Ensign Interpreting will collect and store data, in line with our data protection policy, for legitimate use as a service provider. This applies to any of the following purposes:

- Delivery of any current or future service
- Planning, development, quality assurance and auditing.
- Monitoring the number of individuals participating in, completing and achieving, Signature qualifications delivered by Ensign Interpreting staff.
- Responding to the needs of our customers.
- To meet the requirements of awarding bodies such as Signature for example the requirement for Ensign Interpreting to retain exam materials for 3 years following completion of the course.