



Privacy Policy

We take privacy issues seriously and we are committed to protecting your information. This privacy policy explains what information is being collected about you and how personal information is stored and protected. This privacy policy has been developed in accordance with our legal obligations.

What information is being collected about you?

We hold information that you present in your application form when applying for any of the membership categories. We may use this information for statistical purposes, however no personal information is revealed.

How is my personal information stored?

Your personal information is stored in our database and paper file. We ensure that the database and file is secure and can only be accessed by authorised people.

How is personal information protected?

All information that ITI hold concerning you as an individual or corporate member will be held and processed by ITI strictly in accordance with the provisions of the Data Protection Act 2003. ITI protects the privacy of your information using secure servers. Such data will be used by ITI to administer our relationship with you as a valued member and to provide you with information about our activities and for related purposes. If any information we hold about you is inaccurate we will do our best to correct it quickly once you notify us.

Who will have access to the information?

Only authorised people are permitted to have access to the personal information we hold on you. We do not divulge your personal information to any third parties unless we are required to by law.





Data Protection Policy

Under the Data Protection Act 2003, all organisations which handle personal information must comply with a number of important principles regarding the privacy and disclosure of information. We believe that the lawful and correct treatment of personal information is critical to our successful operation, and to maintaining our members' confidence in us. We therefore fully endorse and adhere to the principles of data protection set out in the Act and will ensure that:

- personal information is fairly and lawfully processed
- we meet our legal obligations to specify the purposes for which we use personal information
- personal information is adequate, relevant and not excessive in relation to the purpose for which it is being processed
- personal information is accurate as possible and kept up to date
- personal information is not kept longer than is necessary
- personal information shall be processed in accordance with the rights of data subjects under this Act
- we take appropriate technical and organisational measures to maintain the security of personal information we hold
- personal information is not transferred overseas without adequate protection

You have the right to request a copy of the personal information that we hold about you. To obtain a copy please write to Data Controller, Institute of Translation & Interpreting, Fortuna House, South Fifth Street, Milton Keynes, MK9 2PQ, United Kingdom. We charge a £10 fee for this service.



ITI

Document Retention Policy

Introduction

Data and records should not be kept for longer than is necessary. This principle is based on the Data Protection Act 1998, which requires that personal data processed for any purpose "shall not be kept for longer than is necessary for that purpose".

This document provides guidelines to be used in all cases. It reflects minimum retention times, if you need to retain document for longer periods discuss with the Data Protection Officer.

Please ensure that these guidelines are followed, if you have any doubts or questions please discuss with the current Data Protection Officer.

Disposal

All records should be disposed of carefully to ensure that confidentiality is maintained. Documents identifying names, addresses or personal data must be shredded or disposed of in the confidential waste bins provided in the office.

Record description	Recommended Retention Period
Company	
Council minutes –signed copies	For the life of the company
Committee minutes – signed copies	For the life of the company
Minutes of general meetings – signed copies	For the life of the company
Annual Report and accounts (signed copy)	For the life of the company
Notices of general meetings	For the life of the company
Proxy forms	If no poll demanded 1 month, if poll demanded 1 year after meeting
Register of members	For the life of the Company
Former members	Entries relating to former member, lapsed members and resigned members should be removed after 10years
Photographs	2 years
Signed forms of nomination for Council	For the life of the Company
Correspondence and Contracts	
Contracts executed as a deed	12 years after performance
Other Contracts with customers or suppliers	6 years after performance

ITI

Document Retention Policy

Record description	Recommended Retention Period
Intellectual Property agreement and licences	6 years after expiry
Indemnities and guarantees	6 years after expiry
Property & finance	
Leases –(signed copies)	15 years after lease has terminated
Licensing agreements –(Property)	15 years after surrender, expiry or termination of lease or memoranda of terms
Accounting records to comply with s.386 CA 2006	At least 6 years from year end
Budgets and periodic internal financial reports	6 years
VAT Records	6 years
Corporation Tax self assessment records	7 years from year end
Banking statements and reconciliation	6 years
Instructions to banks	6 years after ceasing to be effective
Employees	
Staff personal records- Including References, qualifications, annual assessments, job history, disciplinary matters	6 years after employment ceases
Applications for jobs and interview records- unsuccessful -	3 months after notifying unsuccessful candidates
Payroll and wage records including details on overtime, bonuses and expenses and benefits in kind	6 years from year end
PAYE records	No less than 3 years after the end of the tax year to which they relate. [Income Tax (Pay As You Earn) Regulation 2003, reg. 97]
Travel and subsistence claims authorisation	6 years
Signing in sheets - 2 years	2 years

ITI

Document Retention Policy

Record description	Recommended Retention Period
Accident books – (Form BI 510) required by Social Security (Claims and Payments) Regulations 1979	3 years from date of each entry
Insurance	
Insurance policies renewal, notices and certificates- this includes- Public liability and Employment liability policies	In accordance with accounting and tax requirements or, if later, until claims under the policies are barred and all outstanding claims are settled
Claims correspondence	3 years after settlement
Subscriptions & membership	
Subscription records	6 years after cessation of subscription
Applicants – Failed exam/assessment/interview	2 years after fail date
Applicants – Failed on all other counts	1 year after fail date
Disciplinary investigations – Not guilty	1 year – place <i>only</i> PSC judgement in member file
Member notification of change of address	2 years
Disciplinary investigations – Guilty	Place in member file
Email records	Please refer to the ITI Email Policy

