



### 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.

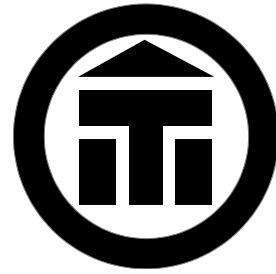
#### **How is personal information protected?**

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.





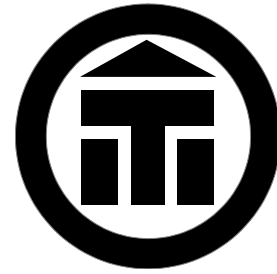
## Data Protection Policy

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.





## Data retention policy

This guideline is to be used in all cases. It reflects minimum retention times, if you need to retain document for longer periods discuss with the Data Controller.

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

### Summary

Records of contractual matters should be retained for a minimum of six years from the termination of the contract, taxation & vat records for a minimum of seven years, and minutes and documents of title are retained indefinitely.

As membership of the Institute is a contract, records and correspondence are retained for a minimum of six years after membership ceases unless the cessation is a result of disciplinary action. In the latter case, records will be retained for such period that a member cannot re-apply years later as though he had not earlier been removed from membership.

### 1) Company

- Council minutes - permanently
- Committee minutes - permanently
- Minutes of general meetings - permanently
- Annual Report and accounts (signed copy) - permanently
- Notices of general meetings - permanently
- Proxy forms - if no poll demanded 1 month, if poll demanded 1 year after meeting
- Register of members – permanently – includes retired, lapsed, resigned members
- Signed forms of nomination for Council - permanently
- Notification of change of address - 2 years

### 2) Correspondence and Contracts

- Major agreements of historical significance - permanently
- Contracts with customers - 6 years after expiry
- Contracts with suppliers - 6 years after expiry
- Licensing agreements - 6 years after expiry
- Rental agreements - 6 years after expiry
- Indemnities and guarantees - 6 years after expiry
- Other agreements/contracts - 6 years after expiry

### 3) Property & finance

- Leases - 12 years after lease has terminated
- Accounting records complying with Companies Act - at least 6 years
- Periodic internal financial reports - 5 years
- Taxation returns and records – 7 years
- Banking records - 6 years
- Bank statements - 6 years
- Instructions to banks - 6 years

#### **4) Employees**

Staff personal records - 7 years after employment ceases  
Applications for jobs - unsuccessful - up to 1 year  
Payrolls - 12 years  
Tax returns - permanently  
Expenses accounts - 7 years  
Contractual agreements - permanently  
Signing in sheets - 2 years  
Wage records (including overtime details) - 5 years  
Accident books - 12 years

#### **6) Insurance**

Public liability policies - permanently  
Employers liability policies - permanently  
Other policies - 3 years after lapse  
Claims correspondence - 3 years after settlement

#### **7) 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 *only* PSC judgement in member file  
Disciplinary investigations – Guilty – place in member file

#### **Email records**

Email correspondence between ITI and members not included in the above should be printed and inserted in to the relevant member file or deleted as deemed appropriate at the time.

#### **Disposal**

All records should be disposed of carefully, documents identifying names, addresses or personal data must be shredded.