

## **DATA PRIVACY NOTICE**

### **Introduction**

It is our business (under the name of Wych Sign Ltd.) to provide an interpreting service in BSL. In order to provide this service we need to collect and use a certain amount of customer and supplier data. We are committed to protecting the privacy and confidentiality of this data in accordance with the Data Protection Act and this Notice explains how we do that.

### **Collection of Personal Information**

We need to collect a certain amount of information in order to deliver our service – your contact details and information relating to the interpreting job. This information will come either from you directly or from an agency you ask to contact us.

### **Processing of Data**

The data we collect is stored and used to deliver the interpreting service. We keep these records up-to-date every time we are notified of a change or to record progress updates. Once we have finished the interpreting job, all records are deleted or destroyed within a limited period of time.

### **Third Parties**

We do not source your data from third parties, nor do we share it with other service providers unless you have explicitly consented. Of necessity, we share a minimal amount of information for accounting and tax purposes. There are circumstances where we may be required by law to share information with a public or regulatory body, such as the Police.

### **Marketing**

We don't produce newsletters or general marketing emails.

### **Cookies**

Our website ([wychsign.co.uk](http://wychsign.co.uk)) does use cookies to make it work as you would wish it to and for us to see how users navigate the site. We do not analyse any personally identifiable information nor pass any data on.

### **Security**

We have measures in place to protect against the loss or misuse of data. This constitutes both physical and computer security measures.

### **Your rights**

You have the right to request a copy of the data we hold about you, which we will supply free of charge. Please write to us at [wychtutor@gmail.com](mailto:wychtutor@gmail.com) if you would like to initiate a request. If you find any of this information is factually wrong then we will be happy to correct it. We will also be happy to delete your information, unless we are required by legislation or other good reason to maintain some records (e.g. financial/ tax).