



Privacy Policy

PRIVACY NOTICE

At SASLI (Scottish Association of Sign Language Interpreters), 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@sasli.org.uk or by writing to SASLI, Suite 196, Central Chambers, 93 Hope Street, Glasgow G2 6LD. Alternatively, you can telephone 0141 248 8159.

SASLI wants to be accessible for all people including those who use BSL. Dialogue and information can be received/held via webcam, for example Skype (Username: sasli skype). Requests in BSL will also be accepted, either in person or via webcam.

WHO ARE WE?

As the regulatory body in Scotland, SASLI:

- maintains the Scottish Register of different categories of communication professionals and agencies;
- sets minimum standards for registration;
- sets minimum ongoing professional development requirements;
- ensures SASLI members comply with SASLI's policies;
- promotes awareness of SASLI and the purpose of registration;
- provides information, advice and direction for people considering a career in interpreting or communication support with deaf and deafblind people

SASLI Registered and Trainee members provide reassurance to purchasers and users of the service, of the level of professionalism expected from the communication professional.

SASLI is also a Professional Association, providing support to SASLI Registered and Trainee members, including:

- provision and organisation of professional development training, information, updates of current working practices, and networking events
- representation of views from its members at events and consultations

SASLI is a registered charity (no SCO17305) 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 membership and registration application forms.



Privacy Policy

ON WHAT BASIS IS YOUR PERSONAL INFORMATION COLLECTED?

SASLI has concluded that it is not appropriate to rely on consent as the lawful basis for the processing of your personal information as SASLI 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.

SASLI 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 SASLI, and that this does not override your interests or fundamental rights.

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

WHAT TYPE OF INFORMATION IS COLLECTED FROM YOU?

The personal information we collect might include your name, address, contact number(s), and email address. Specifically in the case of registration applications, the personal information we collect might include copies of qualification certificates for verification and authentication, references, photos (for ID cards) and skills related evidence such as intake session video clips, interview papers, follow up correspondence, copies of evidence of Professional Indemnity Insurance (PII) cover, signed confirmation of PII, signed confirmation of PVG membership, and logs and evidence of CPD activities.

HOW IS YOUR INFORMATION USED?

We may use your information to:

- record your registration/membership status and category
- provide you with information, support and advice;
- send you emails and newsletters regarding SASLI's work;
- provide you with information regarding general meetings;
- provide you with information regarding training events;
- evidence accreditation (to meet registration/membership criteria and CPD requirements);
- provide you with a photo ID card
- provide you with a SASLI Website Members' Page login
- provide you with a CPD login
- record the starting date of your membership/registration
- record your contact details on the SASLI website directory of [communication and language professionals and agencies)
- record payment records
- record evidence of termination of your membership/registration.



Privacy Policy

HOW LONG IS YOUR INFORMATION HELD FOR?

Copies of qualification certificates, references, intake session video clips and interview papers are kept for 6 months beyond the point of registration in case of appeals to decisions. Thereafter, this material is securely destroyed.

Copies of logs and evidence of CPD activities are kept for 6 months beyond the thirtieth of September of the relevant CPD year. Thereafter, this material is securely destroyed. It is expected that all CPD logs will be fully anonymised prior to submission so as to protect the identities and interests of any individual referred to.

Your remaining personal information will be retained for as long as you are a SASLI member and/or registrant and for a period of 12 months after your membership/registration has ceased or been withdrawn. Thereafter, your personal information will be deleted and/or removed from our records and destroyed.

WHO HAS ACCESS TO YOUR INFORMATION?

SASLI employees and the Trustees on the SASLI Board have access to your information. Certain information i.e. contact details is made available through the SASLI website directory of communication professionals and agencies so that it can be viewed by individuals, groups, organisations and bodies seeking access to interpreting services for Deaf people.

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@sasli.org.uk or by writing to SASLI, Suite 196, Central Chambers 93 Hope Street, Glasgow G2 6LD.

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

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

Your personal information is normally retained for as long as you remain a SASLI member and/or registrant and for a period of 12 months after your membership/registration has ceased or been withdrawn.

Should you decide that you wish to have your information removed from SASLI's records prior to this period having elapsed, you should email us at: mail@sasli.org.uk or by writing to SASLI, Suite 196, Central Chambers 93 Hope Street, Glasgow G2 6LD. Requests in BSL will also be accepted, either in person or via webcam.



SCOTTISH ASSOCIATION OF SIGN LANGUAGE INTERPRETERS
Working to Improve Communication Between Deaf and Hearing People

Privacy Policy

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

When you give us personal information, we take steps to ensure that it is treated securely. Filing cabinets are kept locked when not in use and online records are password protected appropriately.

A confidential shredding service is used for data destruction.

LINKS TO OTHER WEBSITES

Our website may contain links to other websites run by other organisations. This Privacy Policy applies only to our 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 other sites even if you access those using links from our website.

In addition, if you linked to our website from a 3rd party site, we cannot be responsible for the privacy policies and practices of the owners and operators of that 3rd party site and recommend that you check the policy of that 3rd party site.