



The Complete Sign Language Service

DATA PROTECTION POLICY

This policy explains your rights as a client of SIGNINGWORKS and how SIGNINGWORKS will use your personal data as governed by the Data Protection Act 1998.

This document has been reviewed and updated in light of the European General Data Protection Regulation (introduced in 2018).

SIGNINGWORKS is obligated to comply with the eight principles of good information handling and your personal information is:

- processed with your knowledge
- kept to the minimum of what we require in order to do our job
- it will not be used for any other purpose other than SIGNINGWORKS' tasks
- accurate and, where necessary, kept up-to-date
- retained only as long as it is required
- processed in line with your rights – we will provide you with a copy of your personal information on request.
- On request all of the data that SIGNINGWORKS holds about you will be permanently deleted from our records.
- seen only by SIGNINGWORKS staff in order to appropriately do their work
- not transferred outside the European Economic Area
- Not shared with a third party, except in exceptional circumstances and with your prior consent. These principles apply whether SIGNINGWORKS holds your information on paper or in an electronic format.
- Any enquiries or complaints in regards to data protection should be made in the first instance to the directors of SIGNINGWORKS.

SIGNINGWORKS is registered with the Information Commissioners Office (ICO).

Registration number: Z1408245