

# IRP Data Protection Statement

The IRP requires personal data in order to carry out its role and responsibilities in registering British Sign Language (BSL)/English interpreters in England, Northern Ireland and Wales, and administering a Complaints and Disciplinary Procedure.

The IRP is fully committed to compliance with the Data Protection Act 1998.

The following principles will apply when the IRP handles your personal information.

## Principles

- your personal information is only processed with your knowledge;
- only information that the IRP actually needs is collected and processed;
- your personal information is only seen by those who need to do so in carrying out their work;
- personal information is retained only for as long as it is required;
- decisions affecting you are made on the basis of the most reliable and up to date information available;
- your information is protected from unauthorised or accidental disclosure;
- the IRP will provide you with a copy of your personal information on request;
- inaccurate or misleading data will be corrected as soon as possible;
- procedures are in place for dealing promptly with any disputes.

These principles apply to information held about you on paper or in electronic form.