

Interpreter & Other Sole Trader Privacy Notice

We are committed to handling your personal data responsibly and in line with data protection guidelines (most recently GDPR effective 25th May 2018).

What information we collect

In order to work with you, we have a legitimate interest in a variety of information personal to you such as your contact details, past experience, tax status including your HMRC Unique Tax Reference number if you have one, and information relating to your activity with us.

How we use your data

We use this data to assess your suitability to carry out work for us, and to pay you for that work. In the case of your HMRC Unique Tax Reference number, we use this to determine the correct basis for taxing any payments we make to you.

How we store your data

We take our responsibilities to protect your data seriously. It is always stored in secure locations where access is restricted to only those who have a legitimate need to view it.

If you provide us with your bank details, we will record these on our online banking system for the purpose of paying you, and they and any invoices will be available to a small number of trustees for the purpose of authorising payments. If you have an HMRC Unique Tax Reference number this is only held so that we can ensure that we are taxing you correctly, and we will only pass it to anyone if HMRC demand it as evidence of our treatment of any payments to you.

We will not otherwise share data with any third parties. The only exception to this is those third parties that provide us with services, for example our online database. When sharing data with third parties we make sure that they understand that we expect data to be held securely and in line with GDPR.

How long we keep your data

We only hold your data for as long as is necessary. We will normally keep your details for as long as we believe we may want to work with you again. In addition we have a legal obligation to retain information relating to financial transactions for up to 7 years, so we will keep records relating to payments we have made you for 7 years after the last payment.

Your rights over your data

You have a number of rights including the rights to access your data, have corrections rectified and have data deleted.

You can find full details of your rights in our Privacy Policy. This can be found on our website boaztrust.org.uk/contact/privacy-policy/ or you can request a copy by emailing privacy@boaztrust.org.uk.

You can complain to the Information Commissioner if you believe that we have not complied with your data protection rights.

What happens if you do not provide some of the data we request

You're not under any statutory or contractual obligation to provide us with the data requested. However, if you do not provide the information we may not be able to pay you to work with us.