

2 March 2011

Dear Registrant

I'm writing to you with important information about your personal data held on the National Register of Public Service Interpreters (NRPSI).

The NRPSI Review in 2009 recommended key changes to the way the Public Service Interpreting profession is regulated. These changes are about to be implemented and the existing NRPSI will change to a new NRPSI, with a dedicated regulatory function. In essence, the NRPSI will become a full Non-Statutory Regulator for the PSI profession in the UK. The non-regulatory functions of the existing NRPSI will be discontinued and these functions will be taken up by existing and/or new membership organisations.

The intention is that the new NRPSI Register will be operating from 1st April 2011. From that date, the functions of the present NRPSI Ltd will be taken over by the new NRPSI.

Please see the attached Q & A for further information about these changes. Information is also available on the NRPSI and CIOL websites, at www.iol.org.uk and www.nrpsi.co.uk

The new NRPSI register will enable the public to see who is a qualified, registered Public Service Interpreter and who is not. Finding and contacting interpreters will be done either by means of a contact number or e-mail on the NRPSI website or via a web link to a professional list nominated by you as the place where your contact details can be found.

At the present time, the information contained in your transcript on the National Register of Public Service Interpreters is available only to subscribers to the NRPSI. In other words, only public services or their appointed intermediaries who have paid a subscription fee to the NRPSI can view your data. Some registrants have further chosen to allow only Public Service subscribers to view their data and to withhold that data from commercial intermediaries.

The new NRPSI Register will not have subscribers. It will be freely available to anyone who wishes to view the Register. Any person or organisation who wants to check if an interpreter is registered will be able to do so, simply by logging onto the website. This means that the information you choose to display on the new National Register of Public Service Interpreters will be open to the public.

Your new NRPSI listing

You need to understand how your personal data will be held and processed by the new NRPSI.

The amount of information displayed on the new NRPSI will be different from the current NRPSI. Your name, NRPSI registration number, the languages you work with and your security clearance(s) will continue to appear. Your entry on the new NRPSI will also show the first half of your postcode, showing the area of the United Kingdom where you live. This information is required for registration on the list. (Exceptionally, registrants may request that no postcode details appear on the website against their name.)

You may also include one piece of contact information showing where you can be contacted. This may be a web link to a professional membership body where your full contact details can be accessed (e.g. CIOL, ITI, APCI, SOMI); this may be the new independent membership body (the Institute of Public Service Interpreters) that will come into existence at the same time as the new NRPSI. Alternatively, if you do not belong to a membership body where your full details can be accessed, you may list a mobile phone number or an e-mail address on the NRPSI Register.

Please note: inclusion of contact details via a web link to a professional membership list, phone number or e-mail address is entirely optional. There is no requirement to list contact details on the new NRPSI.

In order for the new NRPSI list to be built, the new NRPSI company needs to receive your personal data, as held on the existing NRPSI. Therefore we ask you whether you give permission for your data to be transferred to the new NRPSI. Please indicate your consent (or withholding of consent) to this transfer by returning the 'Consent To Transfer of Personal Data' form attached. Please note: if the existing NRPSI Ltd cannot establish whether or not you give consent for the transfer of your personal data, you cannot be listed on the new NRPSI.

Please complete and return the Consent Form at the end of this letter no later than Monday 21 March 2011.

If, before you decide whether or not to consent to the transfer of your personal data, you want further information about the new NRPSI, its functions, how data will appear on the public access NRPSI and how contact details can be accessed by persons or organisations wishing to reach you, please visit the NRPSI and/or CIOL websites where more detailed information can be found. If, after that, you still have questions, please e-mail the NRPSI at the following address: admin.nrpsi@iol.org.uk.

The Institute of Public Service Interpreters (IPSI)

At the same time as the new NRPSI starts work, a new membership organisation specifically for Public Service Interpreters will come into being. This organisation is the Institute of Public Service Interpreters (IPSI). The new IPSI would like to tell you in detail about the services it plans to offer and how it proposes to meet the membership needs of Public Service Interpreters. In order to be able to do so, the IPSI needs to be able to contact you. This means the IPSI will need to receive your contact details, as listed on the existing NRPSI, so that the organisers of the new body can contact you.

Therefore, you are also asked to indicate on the Consent Form whether or not you give permission for your contact details to be passed from the existing NRPSI to the new IPSI membership body.

Please note: if the existing NRPSI cannot establish whether you give consent for the transfer of your contact details as listed in the existing NRPSI database, the IPSI will not be able to contact you to tell you about the services it will offer and to invite you to become a member.

I hope you will join with me in wishing the new NRPSI and the IPSI success. We believe that together they will benefit all members of the PSI profession by providing a firm basis for the growth of our profession and encouraging recognition of the contribution it makes to public life.

Yours sincerely

Brooke Townsley
Chair
NRPSI Limited

TRANSFER OF PERSONAL DATA

Please complete and return this Consent Form no later than Monday 21 March 2011.

I understand that by signing this form, I am giving my consent that:

- (i) the data held about me by NRPSI Limited on the National Register of Public Service Interpreters be transferred to the new NRPSI Register, AND the portion of my annual registration fee from the date of transfer to the date of renewal of registration, and
- (ii) the following information be displayed on the Register website:

Surname/First name

NRPSI Registration No.

Working Languages with English offered

Security Clearances

Post Code (if a Registrant so requests, this will not be displayed).

CONSENT

Please indicate your preferences below

A. I **DO/DO NOT** (*delete as appropriate*) give my consent for NRPSI Limited to transfer to the new NRPSI the data held about me on the National Register of Public Service Interpreters AND the portion of my annual registration fee from the date of transfer to the date of renewal of registration.

B. I **DO/DO NOT** (*delete as appropriate*) give my consent for my contact details held by NRPSI Limited to be transferred to the IPSI. I understand that consent to this does not imply automatic membership of IPSI, and I can require that my data be removed at any time.

CONTACT INFORMATION

You may also choose to have one piece of contact information e.g. a mobile phone number, or an e-mail address or a link to an appropriate membership organisation shown on the website.

If you would like to have one piece of contact information shown on the website, please indicate this below.

I WOULD LIKE THE FOLLOWING TO BE SHOWN (Please delete as appropriate)

mobile phone number: _____

or

e-mail address: _____

or

web link to the following membership organisation: _____

I understand that I can ask for this information to be withdrawn from the NRPSI Register at any time.

By signing below, you are indicating whether you grant or withhold your consent to the actions shown at A and B above.

Name: _____ NRPSI Registration No. _____

Signed: _____ Date: _____

INSTRUCTIONS FOR RETURNING CONSENT FORM

The completed consent form may be sent by e-mail as a scanned document, by fax or by post, or may be hand-delivered, as follows:

By e-mail to: admin.nrpsi@iol.org.uk
By fax to: 020 7940 3123
By post or by hand to: NRPSI Ltd
Saxon House
48 Southwark Street
London SE1 1UN

*If the form is sent by post or faxed or hand-delivered it must be signed by the registrant.
If the form is sent by e-mail it must be sent from the registrant's own e-mail address as held by the NRPSI.*