

Deaf Umbrella Operational and Privacy policy

We are committed to the protection of the privacy in all our dealings with our clients. The operational details and or course materials, CV's or any other materials given to the Employee to allow for perusal and vocabulary schema is to be kept in a manner consistent with the procedures outlined in the policy.

- ✓ Any information you hold about our clients business or activities shall be used to assist in providing our service and for no other purpose. – When no longer required this information should be sent to the office to be shredded.
- ✓ Deaf Umbrella will provide for each assignment:
 - Job sheet – info about date, time, contact e.t.c
 - Timesheet
 - Quality assessment form
 - Supporting info – meeting notes, agendas, handouts, presentation details, CV's e.t.c
 - Pay and travel info
 - Maps or directions
 - Availability sheets
 - Feedback sheets
 - Student progress report.
- ✓ Deaf Umbrella expects:
 - Return of following forms weekly; completed timesheets, Job sheet and any other info for shredding, feedback sheets comprehensively completed.



This list is not exhaustive, what we are asking of you is to keep us fully informed of your working situation. We are unable to support you effectively if we are uninformed.

- ✓ All reasonable steps should be taken to ensure that third parties do not have unauthorised access to client info in your trust

Remember – please keep us updated at all times!

Deaf Umbrella Ltd. www.deafumbrella.com

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