



## **Visual Language Professionals Ltd**

### **PRIVACY POLICY**

*Policy Approved By The Management Committee On: 25 May 2018*

*Policy Became Operational On: 25 May 2018*

1. This Visual Language Professionals Ltd (VLP) Privacy Policy should be read in conjunction with the Visual Language Professionals Ltd GDPR Policy and the Visual Language Professionals Ltd Cookie Policy.
2. This Privacy Policy is presented by VLP to inform visitors to our website of our commitment to securing your personal data. By visiting the VLP website and reading the following notice you are accepting and consenting to the conditions described below and we recommend that you read this policy before submitting your personal information to the VLP website.
3. The content on the VLP website is provided for general information only and it is not intended to amount to advice on which you should rely. You must obtain professional or specialist advice before taking, or refraining from, any action on the basis of the content of the VLP website.
4. Although VLP makes reasonable efforts to update the information on our website, we make no representations, warranties or guarantees, whether express or implied, that the content on our site is accurate, complete or up-to-date.
5. You do not have to give VLP any personal information in order to use most of the site; however, you may choose to do so on various sections of the website including:
  - Becoming a member of VLP
  - Using the 'Contact Us' page
6. **What Information May We Collect**  
We may collect information and process your personal information, such as your:
  - Name
  - Surname
  - Email address
  - Home address
  - Postcode
  - Telephone number
  - Mobile number
  - Registration Status
  - Profession
  - Registration Number
  - Date of joining / renewal.

Visual Language Professionals Ltd

Company Number: 11830939

Registered Office Address: Lower Mill Shaw Barn, Sheffield Road, Hepworth, Holmfirth, HD9 7TP, UK

**7. How We Use Your Personal Information**

VLP will use your information as outlined in the VLP GDPR Policy and data will be cleansed according to the schedule outlined in the VLP Data Audit, dated 17 February 2018.

**8. How We Use Your Information and Collect Disclosures**

There are various types of information that we may gather from visitors as you use the VLP website. This information helps improve our website and services that we can offer everyone. The information we receive from visitors is stored on the website. Personal information is shared with third-parties in accordance with the VLP GDPR policy. Depending on your marketing preferences for Additional Services, we may, from time to time, correspond with you with regards to any services or products that may be of interest to you. You may change your marketing preferences at any time, as outlined in the VLP GDPR Policy, by emailing [membership@vlp.org.uk](mailto:membership@vlp.org.uk).

**9. Your Rights and Responsibilities**

It is your responsibility to ensure that your personal details are accurate and up to date and, in accordance with the VLP GDPR Policy, inform VLP of any changes that need to be made.

**10. Request for Personal Data**

You have the right to request a copy of the personal data that is held by VLP about you and requests will be handled in accordance with the VLP GDPR Policy.

**11. Use of Cookies**

Please refer to the VLP Cookie Policy.

**12. Security**

VLP contracts PS Webdesign LTD to provide its website and store data. VLP uses Google for emails and to store documents. All data held by PS Webdesign LTD is held on third-party servers that are active and backed up exclusively in the EU. The VLP website is backed up regularly and copies held for 30 days. Servers are protected by industry standard security protocols.

If, after reading this policy, you have any concerns or questions please email [admin@vlp.org.uk](mailto:admin@vlp.org.uk) or write to us at Visual Language Professionals, Lower Mill Shaw Barn, Sheffield Road, Hepworth, Holmfirth, HD9 7TP