# Face-to-Face / remote Interpreter Booking Form

Brasshouse Translation, Interpreting and Accessible Information Service

Telephone 0121 **303 1619** Typetalk **/** Text Relay **18001 0121 303 1617**

Email**:** [**interpreting@birmingham.gov.uk**](mailto:interpreting@birmingham.gov.uk)Online form available: [**Interpreter Request Form**](http://www.brasshouse.ac.uk/tis-services/interpreter)

**For official use only - Job Reference number**:……………………

| **Details needed** | **Please complete all sections and return form to:** [**interpreting@birmingham.gov.uk**](mailto:interpreting@birmingham.gov.uk) |
| --- | --- |
| **Organisation / Company name** |  |
| **Address** |  |
| **Date of request** |  |
| **Person making booking** | Name:  Job Title:  Tel:  Email: |
| Alternative contact / line manager: | Name:  Job Title:  Tel/Mob.:  Email: |
| P.O. Number or Budget code: | **An interpreter will not be booked without a budget code** |
| **Language required** (for spoken languages including dialect/country if possible)**:** |  |
| **For signers please advise if- BSL, Makaton, Deaf Manual, Deaf Blind Manual, Other (If Other Specify):** | **How many interpreters required? …………………..** |
| **Date & time interpreter required:** (for repeat sessions at same venue please list in the “additional information” box below) | Date:  Start time: End time: |
| **Is this an unannounced visit?** | **NO / YES** **(please delete as appropriate)** |
| **Client’s name(s)** | **(BCC Carefirst /ECLIPSE ID):** |
| **Address interpreter is needed at or, in case of remote interpreting, will you be providing the link or should BTIS produce this?** |  |
| **Reason for meeting / visit - any other relevant information** |  |
| Name & contact details of professional attending  (if different from above) |  |
| **Invoice address (if different from above)** | Postcode: |
| ADDITIONAL INFORMATION |  |
| How did you find out about our interpreting service? |  |

| Cancellation terms from date of confirmation |  |
| --- | --- |
| **BRITISH SIGN LANGUAGE INTERPRETERS:**  **8+ Working Days = Administration Fee £10**  **4 – 7 Working Days = 50% Fee + Administration Fee £10**  0 – 3 Working days = 100% Fee + Administration Fee £10 | ALL OTHER INTERPRETERS:  **Less than one full working days’ notice given from start of booking = 100% of fee, unless otherwise agreed.** *(plus any costs already incurred e.g. booked train tickets)* |

## Data Protection Act 2018

**The Council, in its official function, will collect and process the personal data contained in this form, for the purpose(s) of arranging Sign Language Interpretation, in accordance with the requirements of the General Data Protection Regulation 2016 (EU) 2016/679 (GDPR) and the Data protection Act 2018.**

**The Council will process the personal data that you provide for as long as necessary to provide you with interpreting services.**

**The personal details you provide may also be shared with Interpreting providers and Interpreters, for the purposes of or as part of any statutory duties requiring such disclosure and to protect the public funds it collects and administers.**

**The Council is under a duty to protect the public funds it administers, and may also use the information you have provided on this form within the Council for the prevention and detection of fraud, in order to check its accuracy, prevent or detect crime, protect public funds, or where otherwise required or permitted by law.**

**The Council may share this information with third parties, such as other Local Authorities or associated Social Care and Health Services, the police or other government agencies where there is a legal requirement to do so.**

**In addition to the above information, further details of who we may share your personal data with, along with your rights in respect of your personal data and contact details of our Data Protection Officer, can be found in our privacy notice, which can be viewed at Directorate specific privacy notices, which can be found under ‘purpose of processing’ -** [**https://www.birmingham.gov.uk/info/20154/foi\_and\_data\_protection/384/privacy\_statement/**](https://www.birmingham.gov.uk/info/20154/foi_and_data_protection/384/privacy_statement/)

**Alternatively, you can request a copy of our privacy notice by writing to the following address:**

**Privacy Notice Request - Birmingham City Council**

**Brasshouse Translation, Interpreting and Accessible Information Service**

**Room G28**

**Council House Extension**

**Margaret Street**

**Birmingham**

**B3 3BU**

**Telephone 0121 303 1619**

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