

Translation and interpretation policy

This translation and interpretation policy covers all publications and information produced by the Human Fertilisation and Embryology Authority.

In considering applications made under this policy, the decision maker, the Director of Strategy and Information, shall take into account the Authority's duty under section 8 of the Human Fertilisation and Embryology Act 1990 (as amended) to provide, to such extent as it considers appropriate, advice and information to persons to whom licences apply, people who are receiving treatment services and people providing gametes and embryos for purposes governed by this Act.

Process for translation

The HFEA will translate and interpret only on request. When receiving a request for a translation, it will be considered on a case-by-case basis. The decision to translate or interpret will be the responsibility of the Director of Strategy and Information.

The following factors need to be taken into consideration:

- Who is the document for? (patient, donor, donor-conceived people, parents of donor-conceived people, clinic, researcher, media, member of the public)
- What information/submissions has the applicant made in support of their application?
- What type of document/information is it? (content on the website, corporate information, essential information as part of treatment/clinic experience)
- Is it the clinic's or the HFEA's responsibility? (refer to the Code of Practice)
- Is it essential to have this document translated/interpreted?
- Is there evidence of the demand for this document to be translated/interpreted? How many requests have we had?
- Is there evidence that people will be disadvantaged without this translation/interpretation?
- Does the document need to be translated/interpreted in full?
- Have you checked whether the document has already been translated/interpreted? If so, who translated/interpreted it?
Was it done by an accredited translator/interpreter?
Or has it be assured by an accredited translator/interpreter?
- Are there other ways of getting the information across?
- Is there budget/resources available to carry out the translation?

How long will it take?

The HFEA will aim to answer all requests within 3 working days and if agreed, to translate or obtain an interpreter within 20 working days.

Interpretation for visually impaired, deaf and hearing impaired people

The HFEA will consider cases where interpretation is required at public events and meetings and where the request does not fall into the responsibility of the treating clinic.

This includes:

- Any requests for information in Braille, large print and tape formats for blind or visually impaired users.
- Requests for an interpreter for deaf or hearing impaired people.

Decision making process You receive a request for a document to be translated

Consult this checklist:

- Consider who is making the request (Patient, donor, donor-conceived person, parents of donor-conceived people, clinic, researcher, media, member of the public)
- Consider any information/submissions that the applicant might make in support of their application.
- Consider what type of document/information it is (Content on the website, corporate information (about the HFEA), essential information as part of treatment/clinic experience (e.g. consent forms))
- Is there evidence of the demand for this document to be translated/interpreted? How many requests have we had?
- Is there evidence that people will be disadvantaged without this translation/interpretation?
- Have you checked whether the document has already been translated/interpreted? If so, who translated/interpreted it? Was it done by an accredited translator/interpreter? Or has it be assured by an accredited translator/interpreter?
- Are there other ways of getting the information across?

