

Transcription News - 16th August 2023

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Good morning and welcome to the August 2023 edition of Transcription News from University Transcriptions and TP Transcription Limited. Our newsletter includes updates on our charitable foundation's work and our recent award of Cyber Essentials Plus (CE+).



Charity Focus - My Time Young Carers - Dorset

We recently decided to donate £500 to My Time Young Carers in Dorset, and this is a brief outline about the charity and their work. The charity was nominated by Helen Leach at the

University of Leicester - many thanks Helen!

There are 700,000 young carers (5-25 years old) in the UK, and MYTIME Young Carers is a charity that exists to support them.

The charity believes that young carers have been hidden in society for too long, with the vast majority juggling a huge amount of responsibility unsupported. "At MYTIME we recognise and celebrate the incredible young people who do so much to support those that they care for. We believe that young carers should have access to the support, the friendships, and the opportunities every child deserves."

The charity helps young carers as follows:

Giving young carers something to look forward to amidst challenging circumstances, create breaks for young carers and safe spaces, offer social opportunities for young carers to connect with one another, empower young carers with new skills, confidence and self-worth, identify training opportunities and pathways to employment for young adult carers, educate schools, local authorities and communities to increase support and understanding for young carers and provide support to young carer parents, siblings and other family members.

Our £500 donation is being put towards the activity days and online youth groups the charity runs for young carers aimed at giving them much-needed breaks from their caring responsibilities and

time just to have fun and be children.

What is this all about?

TP Transcription Limited and University Transcriptions donate 10% of annual net profits to charity via the Ten Percent Foundation, a charitable trust set up by our group of companies, to distribute monies to charities in the UK and Africa. We have been doing this for over 20 years. The Foundation never incurs any administration costs (other than bank charges which are minimal). All monies donated are distributed to charities.

Why do we donate?

We set up our companies over 20 years ago with the aim of being ethical in everything we did. As part of this we decided that a percentage of our profits should always be earmarked for charitable work and set the rate at ten percent. A sudden burst of inspiration meant we called ourselves the Ten Percent Group and it is what the TP in our name (TP Transcription Limited) stands for.

Nominations 2023

We received over 35 charity nominations from academic clients, business clients, transcribers and staff. Decisions have been made to award c£25k to 17 charities and we will be writing about each successful charity over the next year.

We have a strict list of criteria in relation our donating which is available on the Ten Percent Foundation website.

Donations tend to be within the range of £500-£2000 per charity per year, although in the past we have supported charities over a period of 5 years with donations going towards specific ongoing projects.

If you have any questions about the work of the Ten Percent Foundation, please email jonathan@tptranscription.co.uk or visit our website at <http://www.tenpercentfoundation.org>

TP Transcription achieves Cyber Essentials Plus certification

TP Transcription has reached a major cybersecurity milestone as it is awarded Cyber Essentials Plus (CE+) certification, a UK government-backed, industry-supported certification for cybersecurity.

The certification demonstrates that the company's policies and procedures are strong enough to protect against cyber threats. CE+ requires independent verification by an external auditor who conducts a series of technical assessments to ensure the company is protected against various attack scenarios.

The evaluation assessed boundary firewalls, secure asset configuration, patch management, user access controls, malware protection and mobile assets.

Our certification was awarded by Cyberlab, an independent certifying body for the Cyber Essentials programme, and it is renewable every 12 months.



Once we completed the Cyber Essentials question and answer session to the satisfaction of our assessor, we then commenced the CE+ process. Cyber Essentials Plus requires the information we are provided to be tested externally by a third-party company to make sure that we are compliant with the answers we've given to Cyber Essentials.

Cyberlabs assessment

The company undertaking our assessment of Cyber Essentials (Cyberlabs) had a session with us recently where they attempted to hack into our system, send us some virus infected software, check out our password protections and run a system check to make sure that our antivirus and firewall were fully operating correctly. They did this by selecting a sample of our computers and spending 30 minutes or so looking at each one to make sure they were safe.

This was then followed up with a full review of all the systems - which ones were running outdated software, if there were any potential weak spots, advisory notes on how to go one step further and add additional security. Training for staff was also suggested.

The final stage was to revisit us again and go through the same process once we had made the suggested changes, to make sure that our systems were now all fully CE+ compliant.

The aim of Cyber Essentials Plus is to give reassurance to clients that not only have we said we are compliant with Cyber Essentials guidelines, but actually we are completely compliant to a higher level of security than is expected for the basic self-assessed Cyber Essentials.

Our tips for others?

Firstly make sure all your laptops, desktops and mobiles are running updated software. Check for any outdated unsupported software and remove it. Ensure you have full availability from staff for a specific day for the audit - it went on for quite a bit longer than we anticipated! Also make sure you have the time to deal with queries from the auditors as they are going through the process. There were a lot of questions to be answered. Finally, ensure you have your IT team on hand to assist with any hitches. We made sure our IT consultants were available to help and we are glad we did.

One of the things that is quite clear from all the various accreditation processes is that unfortunately they are somewhat loaded against the smaller companies in each sector. Larger organisations will almost certainly have departments to handle the workload required to get a business through the process, whereas smaller companies basically have to work through the night to achieve the same effect. Essential to do in terms of providing reassurance as to data security for clients, but unfortunate in terms of the effect on SMEs. I suspect that if we were any smaller we would not have been able to go through the exercise without it costing us substantially in terms of turnover and profit.

Outcome

We hope that obtaining the Cyber Essentials Plus Accreditation will reduce the administrative burden for us and our clients when setting up new accounts and going through IT security checks and agreements. It will hopefully provide our clients with reassurance as to how seriously we take IT security but also our systems are now tested externally by UK government regulated organisations and that we continue to be trusted by hundreds of well-known and recognised institutions to undertake their transcription and translation work for them.

Recent Advice Articles & News

Looking after the welfare of transcribers
The Pitfalls of outsourcing transcription work
University Funding Deadlines
What are the main characteristics of a professional transcriber?
Best ways to record a qualitative research interview
Machine Polishing Transcription
Transcribe it yourself - advice from some lecturers to students
Transcription for bosses - its harder than it looks
How long does it take to transcribe 20 minutes of audio?
Human transcription - why do automated companies recommend it?
How useful are DBS checks when ordering transcription work?

For a full list of over 50 articles on our website please [click here](#)

The Transcription Society - providing professional accreditation to academic and business transcribers

The Transcription Society is a not-for-profit organisation dedicated to improving standards in the transcription industry and providing accreditation to both individual and corporate members. The organisation is run on a not for profit basis and registered in the UK with Companies House. The society offers individual transcribers the chance to obtain professional recognition for their standards of work and provides corporate members with recognition that they subscribe to a professional level of industry standards for quality and ethics.

Needless to say, TP Transcription Limited is a corporate member and our directors sit on the board of the Transcription Society. For details of the transcription standards the Society promotes, please visit www.transcriptionsociety.org.

We hope you have enjoyed reading our monthly newsletter and look forward to hearing from you if we can assist further.

Kind regards

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