

Privacy Notice

Lothian Autistic Society t/a Branch Out Together needs to process and keep information about you in the process of delivering our services. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. It is important that you read this notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information.

Lothian Autistic Society would like to keep in touch with you to let you know about the work we do for families, carers and individuals affected by autism across the Lothians. We may do this by email, phone or post.

We also collect personal information about the children and young people who use our services to allow us to provide the best possible support for each and every one who we support.

By submitting your Data to us, you consent to the collection, storage, use and transfer of your information under the terms of this Privacy Notice. You can unsubscribe from any, or all of these communications at any time by contacting office@lothianautistic.org

1) DATA PROTECTION PRINCIPLES

Under GDPR, all personal data obtained and held by us must be processed according to a set of core principles. In accordance with these principles, we will ensure that:

- a) Processing is fair, lawful and transparent.
- b) Data is collected for specific, explicit and legitimate purposes.
- c) Data collected is adequate, relevant and limited to what is necessary for the purposes of processing.
- d) Data is kept accurate and up to date. Data which is found to be inaccurate will be rectified or erased without delay.
- e) Data is not kept for longer than is necessary for its given purpose.
- f) Data is processed in a manner that ensures appropriate security of personal data including protection against unauthorised or unlawful processing, accidental loss, destruction or damage by using appropriate technical or organisational measures.
- g) We comply with the relevant GDPR procedures for international transferring of personal data.

2) TYPES OF DATA HELD

We keep several categories of personal data in order to carry out effective and efficient processes in the course of delivering our services. The types of personal information we collect include:

- a) Title, name, gender, and date of birth.
- b) Contact Details – address, email and phone number.
- c) Family and spouse/partner details; relationships to other service users.
- d) Gift aid status and records of donations.
- e) Contact preferences.
- f) Support needs
- g) Any other information provided by yourself at the request of the charity.

3) COLLECTING YOUR DATA

We collect information in the following ways:

- a) On completion of an online form to participate in a programme
- b) Completion of Referral forms
- c) Completion of Support Plans
- d) Registering with us for our mailing list
- e) Application to become a volunteer
- f) Making a donation
- g) By telephone
- h) From independent third parties, such as fundraising sites like Just Giving, Charities Aid Foundation – we only receive information from third parties in this way if you have given your consent for your information to be passed on to us. You should check their Privacy Notice when you provide your information to understand how they will process your information.
- i) Information is in the public domain

Personal data is kept within paper files and electronic systems.

4) LAWFUL BASIS FOR PROCESSING

The law on data protection allows us to process your data for certain reasons only. We rely on the following legal basis for processing your data:

- a) Consent
- b) Legal requirement
- c) Legitimate Interest

5) SPECIAL CATEGORIES OF DATA

- a) Health
- b) Sexual orientation
- c) Race
- d) Ethnic origin
- e) Political opinion
- f) Religion
- g) Trade union membership
- h) Genetic and biometric data

We carry out processing activities using special category data:

- a) For the purposes of equal opportunities monitoring
- b) To determine reasonable adjustments

Most commonly, we will process special categories of data when the following applies:

- a) You have given explicit consent to the processing.
- b) We must process the data in order to carry out our legal obligations.
- c) We must process data for reasons of substantial public interest.
- d) You have already made the data public.

6) HOW WE USE YOUR DATA

- a) To enable us to supply you with the services and information you have requested.
- b) Process donations, applications and enquiries.
- c) Send you information which may be interest to you; if you have indicated that you wish to receive such communications.
- d) Improve our services and respond to changing needs.
- e) Notify you of any changes to our services that may affect you.

7) WHO DO WE SHARE YOUR DATA WITH

- a) With people acting on your behalf eg. Parents, guardians or advocates, and with others who help us provide services to you eg. Health Care Providers, Local Authorities, or who we need information from to allow us to handle or confirm care plans and support needs.
- b) Disclosure Scotland
- c) Home Office to check Right to Work
- d) Legal advisors dealing with potential legal claims.

8) PROTECTING YOUR DATA

We are aware of the requirement to ensure that your data is protected against accidental loss, disclosure and destruction, and is not accessed except, by our employees in the performance of their duties. We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator. Please help us keep our records updated by informing us of any changes to your email address and other contact details.

9) RETENTION PERIODS

We will hold your personal information on our systems for as long as is necessary for the relevant activity and to comply with legal requirements.

10) AUTOMATED DECISION MAKING

We do not envisage that any decisions will be taken about you using automated means, however, we will notify you in writing if this position changes.

11) YOUR RIGHTS

You have the following rights in relation to the personal data we hold on you:

- a) The right to be informed about the data we hold about you and what we do with it.
- b) The right of access to the data we hold about you. More information on this can be found in our separate policy on Subject Access Requests.
- c) The right for any inaccuracies in the data we hold about you, however they come to light, to be corrected – ‘rectification’.
- d) The right to have data deleted in certain circumstances – ‘erasure’.
- e) The right to restrict the processing of the data.
- f) The right to transfer the data we hold about you to another party – ‘portability’.
- g) The right to object to the inclusion of any information

- h) The right to regulate any automated decision-making and profiling of personal data.

Your rights will differ depending on our lawful basis for processing.

It is important that the personal information we hold about you is accurate and current. It is your responsibility to keep us informed of changes in your personal information.

If you would like to exercise any of these rights, please contact the Chief Executive Officer at Office@branchouttogether.org

12) CONSENT

Where you have provided consent to our use of your data, you also have the right to withdraw that consent at any time. This means that we will stop processing your data.

13) TRANSFERS OF PERSONAL DATA

We do not transfer personal data overseas.

14) MAKING A COMPLAINT

If you think your data rights have been breached, you can raise a complaint with the Information Commissioner's Office (ICO)

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel No 0303 123 1113 (local rate) or 01625 545 745

15) DATA CONTROLLER

Lothian Autistic Society t/a Branch Out Together is the Data Controller and Processor of data for the purposes of the Data Protection Act 2018 and General Data Protection Regulation UK.

ICO Registration Number – ZA519876

For further information please contact:

Lothian Autistic Society t/a Branch Out Together, Unit 4, 38 Baileyfield Road, Portobello, Edinburgh E15 1NA