



Resources for Autism Privacy notice

Resources for Autism are committed to protecting the privacy and security of your personal information.

In order for us to support you or the work we do, we need to record personal information about you. We comply with all relevant articles and obligations outlined in the UK General Data Protection Regulation (referred to as the 'GDPR' throughout is document) and Data Protection Act 2018. We are also responsible for ensuring suppliers and third-party processors we use are compliant with Data Protection law.

We promise to keep your information safe and only share it with other people if it is absolutely necessary.

This Privacy Notice outlines the information we process, why we need it, how long we keep it, how we keep it safe, and if we need to share it with any other parties. To help you find the information you need as quickly as possible just click on the heading which best describes you. You may also find that you fit into one or more categories, so please read all that apply to you.

Resources for Autism may change this policy from time to time by updating this page. You should occasionally check this page to ensure that you are up-to-date with any changes, but we will communicate significant alterations to you directly.

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1) The People we Support, Parents and Carers

Resources for Autism provide person-centred support to autistic individuals and those who love and care for them, and we therefore need to process personal data.

Information we process

Depending on your relationship with us, we may collect the following information:

- Contact and communications information, including your name, age, title, gender, contact details including email and social media addresses, telephone numbers and postal address.
- Contact details for your next of kin, parent, guardian, carer, professional or other support worker.
- Medical information such as information from your doctor, details of your physical, and mental. Information regarding any allergies you may have and what medication you take and whether you have any special dietary requirements.
- Records to keep you safe whilst we are responsible for you which may include information from a professional responsible for your care, or a local authority, plus accident and serious incident logs.
- Other sensitive information such as details of your sexual orientation, ethnicity, religion or actual alleged or criminal convictions, but only where it is appropriate, necessary, and usually you have volunteered this to us.
- Support information, such as free school meals or other benefits eligibility.
- Records of any phone calls, emails, or conversations we have had with you.
- Financial information, including details of any fees paid.
- Details of you, family members, and friends in discussion with you; this may include details concerning you or your child's health. This information will be used as a written case study to showcase the work that we do to support autistic children and young people.
- Photographs and videos with your permission.

Reasons for processing and retention schedule

We need your information to manage our relationship with you, comply with our legal obligations and keep you and others safe.

We ask for your permission if we would like to use your photograph, case study, or filmed footage of you for the purposes of education, promotion, or advertising.

Internal uses include printed materials e.g. internal newsletters, posters, presentations, banners, and branded materials.

External uses include on our website, social media channels such as Facebook, Instagram, Twitter, and YouTube, in funding applications or communications with donors, adverts, prospectuses, external newsletters, and annual reviews. Note that some content may be downloadable. Any organisation in receipt of your image, such as our suppliers or third parties, will be under strict instruction not to use or share images provided outside of the contractual reasons for processing them, as outlined in our Data Processor Agreements.

These images, case studies, and videos become part of Resources for Autism's photo library, accessible only to Resources for Autism staff.

We keep records of images, case studies, and videos for three years, after which we will dispose of them or request your permission again to continue using them.

Sharing your personal data

Your personal data is private and will only be accessed by those individuals within our organisation whose job it is to support you, for example support workers, therapists, programme staff, administrative support staff, and volunteers such as Trustees.

We will only share your information with external parties where it is necessary or when you have given us permission to do so.

We may, for example, share some limited information about you with your local authority, or a healthcare professional.

Data security

Your personal information will be retained within our control and within the UK. We may use some third-party software or platforms to help manage your personal information, but we will perform appropriate due diligence on all software and suppliers before we use them.

We shall make sure that your information remains safe and secure using physical measures such as locked cabinets, firewalls, anti-virus software. Access to your information is well controlled and our staff are trained in information security.

2) Website visitors

For our website and contact forms to operate smoothly, some limited personal information must be captured about you. Any personal information you provide to the Resources for Autism website will only be made available to relevant employees at Resources for Autism. Our website uses cookies, which are text files which are downloaded onto your device. Some of these cookies are essential for our site to work. Others are optional (or non-essential), but very helpful for us to understand how our website is being used, or to help our website function properly considering the device you are using or service you are accessing.

Before we download non-essential cookies to your device, we ask for your permission by way of our cookie consent banner.

Information we process

Website visitor information will be collected including a record of your IP address (the address of your router or device from which you are accessing our site), date and time of your visit, and your system type e.g. PC, iPhone, Windows 10 and to ensure we display the site to your device correctly. Details of the pages you visit, duration of your visit, and general geographical location will be recorded where you give permission.

Donor information will be collected if you are kind enough to donate online. You will be transferred to an external third-party payment gateway to process the donation, Elavon Financial Services registered under reg BR022122.

Additional financial details will be recorded about you as per Section 4. Donors and fundraising. Our contact forms will capture your name, contact details, company details if appropriate, and details of your enquiry. As part of these forms, we may also ask you for your connection to autism and how you heard about Resources for Autism.

Analytics: On our website we would like to use Google analytics to capture semi-anonymous information on how you use our site, but we will ask for your consent before any data is collected.

Reasons for processing and retention schedule

We rely upon our legitimate interests to process data from the website and consent to process information that is captured via our consent form, when signing up to our newsletter.

Website analytical data is retained in an anonymised format indefinitely. Newsletter data is processed for as long as you remain a contact and up until you unsubscribe.

Contact us forms are used to process your enquiry and then deleted; how long we keep your information in relation to your request will depend on the nature and complexity of your enquiry, for example retention times for complaints, donations, and safeguarding issues are different.

Sharing your personal data

We use third-party companies to host and manage the Resources for Autism website and our email platform. To assist us in providing the service they may have access to the personal data which you provide. All third parties will be under a duty of confidentiality and have in place signed data processing agreements to protect your information.

Data security

Our website is hosted within the UK. All suppliers go through a GDPR due-diligence process and have in place data processing agreements.

Wherever possible, analytical data is held in a fully or partly anonymised format.

3) Employment

If you are an employee, you can find full details of how we process employee data in the Resources for Autism Privacy Notice, which can be obtained directly from the People team.

If you are a candidate or applying for work or a placement with us, we need to collect and process certain personal data about you to manage your application. You can find out more about how we use your data when you are applying for work or a placement with us by referring to our employee and candidate privacy notice.

The information we collect about you will mainly be obtained from the information you provide to us when you interact with us during the recruitment process, such as that contained within your curriculum vitae (CV), application forms and covering letters; we will also make notes during interviews. We may also receive information about you from recruitment agencies, your previous or current employers, places of study, or referees. Data from third party providers such as the Disclosure and Barring Service will be held if applicable.

Information we process

To manage your application and, where offered, facilitate your employment or placement, we will collect the following types of personal information about you:

- Personal and contact information, including name, title, address, telephone number, personal email address, date of birth, photograph, and National Insurance number.
- Application information, including any personal information included within your application form and CV such as employment history, salary history, performance information, training records, professional memberships, and disciplinary and grievance information.
- Professional information, such as records of qualifications and study
- Some roles may require additional assessments (task test, or presentation). Any test used will have been validated in relation to the job and be free of bias.
- Right to work evidence, including photographic and other proof of status for example, copy of your driving licence and passport, proof of address, resident status.

Special category or sensitive data may be captured. This will be done for one (or more) of the following reasons:

- To support your application or your employment, such as information regarding your health, including any disability, medical condition, health and sickness records
- To comply with legal and safeguarding obligations, such as if you have any actual or alleged criminal convictions and offences
- For Equality, Diversity, and Inclusion (EDI) reporting and analysis purposes, such as your racial or ethnic origin, religious, philosophical or other beliefs, sexual orientation, and political opinions. While this information may be directly requested, it is entirely your choice to volunteer it.

Reasons for processing and retention schedule

We require your personal information to administer job applications, assess your skills, qualifications and suitability for the job or role you have applied for, communicate with you about the recruitment process and, where relevant, offer you a job with us. We are required to do this by law and to allow us to enter a contract of employment or equivalent with you. Some information you provide on your application may not be strictly necessary, but if you volunteer this information, we shall assume you have given your consent for us to process this information.

We are required by law to check that you are legally entitled to work in the UK and to ascertain your fitness to work and provide reasonable adjustments where necessary. We conduct studies to review and better understand the types of job applications we receive, from whom and what kind of education, skills, qualifications, and employment history the applicants typically have for each different job / role. We do this as we have a legal obligation to comply with equal opportunity legislation and to prevent discrimination.

We rely on our legitimate interests for other types of research and process sensitive data for research purposes with your permission.

We will use information about disability status to consider whether we need to provide appropriate adjustments during the recruitment process. This is a legal obligation. We are required by law to carry out criminal record checks to satisfy ourselves that there is nothing in your criminal convictions history which makes you unsuitable to work with children and vulnerable adults, or any regulated setting, at Resources for Autism.

We perform certain background checks and process some information to meet our legal compliance and regulatory obligations, such as compliance with anti-money laundering laws, health and safety obligations and tax reporting requirements.

We process some information to prevent or detect fraud or crime, including assisting with investigations (some of which may be criminal investigations) carried out by the police and other competent authorities.

For unsuccessful candidates, unless we obtain your permission to retain your CV, we shall delete your CV and application one month after a decision has been made regarding the position. For successful candidates we shall retain your records for the duration of our relationship plus six years afterwards.

With some records, such as those in relation to certain screening checks, for example, criminal records, health screening records, safeguarding and pension files, the law specifies we must keep these for longer periods of time. Some of these retention periods are laid down in statute and we shall apply whatever current government mandated time periods are applicable.

Sharing your personal data

In order to manage your application for employment or placement we may need to share your personal data with certain third parties. These include:

- Government bodies such as HM Revenue and Customs, law enforcement agencies, the Financial Conduct Authority (FCA), Prudential Regulation Authority (PRA), and other parties where we are subject to a court order.
- Pension providers and insurance companies, including other employee benefits programs such as cycle to work schemes into which they have opted in.
- Our external payroll provider Lindeyer Francis Ferguson registered company number 08959423
- We share with Atlantic Data, UK registered company number 04085856, for the purposes of performing DBS (criminal record) checks.
- Third party processors where we have engaged them to process data on our behalf, for example email broadcast or web hosting companies.
- Professional advisors such as legal counsel, specialist employment and health and safety advisors, accountants etc.

Data security

All candidate data is processed within the UK, and we perform appropriate due diligence on all third parties to ensure that they will keep your information safe before sharing takes place. Unless we are required to share your personal data by law, we shall ensure an appropriate data sharing or data processing agreement is in place before sharing takes place.

We shall ensure that appropriate physical and technical security measures are in place to keep your electronic and manual records safe and apply proportionate cyber-security measures to control access to your information.

We train all Resources for Autism staff in how to manage personal data safely and issue guidance on how to safely manage applications for employment and placement.

4) Donors and fundraising

To support us in meeting our charitable and philanthropic aims we both seek and receive donations which may or may not include monetary gifts. To administer these gifts and donations we need to process certain personal information on our donor management database and sometimes with the help of third-party companies.

Resources for Autism adheres to the Fundraising Regulator's Code of Fundraising Practice.

You may donate via social impact platforms such as Just Giving; Resources for Autism are not responsible for how data is processed on these sites, and only have access to limited information when details of your donation are shared with us. For more information about how these sites use your personal data, please refer to their privacy policy.

Information we process

Contact details, including name, title, gender, address, and contact details.

Financial information, including details of any fees paid or donations made, Gift Aid declaration information where relevant, and if you support us with a regular gift by Direct Debit your bank account number, account name, and sort code.

We do not store credit or debit card details on our website or on our servers.

Community Fundraising: if you participate in an event or in community fundraising for us, be that as a sponsor or participant, we will collect the information we need to support and inform you of the success and outcomes of your work with us. This will also include details of your sponsors or participants.

Corporate fundraising, which will include details of key individuals and employees along with details of your organisation (size, sector, good cause preferences, giving history etc).

Reasons for processing and retention schedule

We require your contact and financial details to record and manage both one-off and ongoing donations, maintain a record of Gift Aid declarations allowing us to reclaim tax on your donations, acknowledge your donation, and send regular updates to you. We do this using both your consent and our legal obligations to maintain accurate financial records.

We use Trust Payments registered company number 11976895, to hold your card details on our behalf to manage regular donations – we do this with your consent.

For further details of our marketing activities please see Section 7. Marketing and newsletters below.

For Corporate Fundraising and Major Gifts Fundraising we sometimes rely upon our legitimate interests to collect and process information.

With your consent we will use your information to:

- Keep you informed of progress and development of the work of Resources for Autism, and to be advised of this in a tailored way.
- Offer you opportunities to participate in events and fundraising including such possibilities as marathon running, parachute jumps, and other unique events that may become possible for you to be involved in.
- Inform you of special projects and other general fundraising that we are running and offering you the opportunity to provide your support.

We shall rely upon our legitimate interests to thank you for your support.

We are required by law to keep all tax records for a minimum of six years, and we therefore retain any financial records for seven years. Gift Aid records are kept indefinitely to allow us to claim tax refunds on future donations.

We usually retain donor and supporter records for seven years after our last interaction, but where there are no legal reasons why we need to retain your information, you can ask us to delete this data sooner.

Sharing your personal data

To process and manage your donations and offers of support, we need to share personal data with selected colleagues, our third-party payments processing company, HMRC, and our financial auditors.

Data security

The information we collect about you is processed using our database platform, Apricot. Should you give permission to receive updates from us via email, we will process information in a cloud-based platform hosted within the EU and our email broadcast company, MailChimp, based in the USA. These systems are compliant with current security standards

and whilst these processors will maintain back-ups of information, they will not access this data. All suppliers go through a GDPR due-diligence process and have in place data processing agreements.

5) Partnerships

We collaborate with private and public sector organisations in our work supporting Autistic people and their families. We collect a limited amount of personal and professional (business to business, or B2B) data. This information will be shared directly by you, and/or by your employer through our relationship with your organisation.

Information we process

We may collect the following information about you:

- Business or personal contact details, including name, title, address, employer, email address and telephone number(s).
- Training and attendance records, including a record of any training received or courses and events attended.
- Communications between us, such as any enquiries and interactions between your organisation and Resources for Autism, which may include special category (or sensitive) data if you volunteer this to us.
- If you fundraise for us, engage in fundraising, assist with community events, or wish to make donations, please see Section 5. Donors.

Reasons for processing and retention schedule

We process information to manage our relationship with you. For these purposes, we shall process your information with your consent, plus share with you terms of reference for the relationship which will be agreed and signed by you. Any special category data will only be processed if volunteered to us and be for specific and explicit purposes.

Sharing your personal data

We will only share your information internally with those colleagues with whom it is necessary to manage our relationship with you, and in certain circumstances will feedback some information about you to your organisation.

Data security

Your information will be held in a secure database platform, Apricot, and within our Office 365 environment hosted within the UK. Adequate access controls and security measures are taken to protect your personal information.

6) Training

We curate and deliver training on autism and related subjects.

To do this we collect information about you and/or your organisation.

Information we process

- Contact and communication information, including your name, title, contact details including email address and telephone number(s)
- The name of your organisation or professional body you are a member of
- Details of your attendance of training
- Official certifications and qualifications gained as part of our training.

Reasons for processing and retention schedule

We collect your information for the purpose of updating you about booked training courses as well as courses you may also be interested in attending in future.

We store details of your completion of our courses – and any certifications as a result – to track the success and quality of our programs, and to evidence when the training took place. Records may be kept beyond the period when training materials are valid in case of any legal processes or claims.

Sharing your personal data

We do not normally need to share your personal data with any third parties, unless our course is delivered by external trainers. If we do share your personal data outside of what you can reasonably expect, we will inform you before doing so.

Data security

Your information will be held in a secure database and within our Office 365 environment hosted within the UK. Adequate access controls and security measures are taken to protect your personal information.

7) Marketing and Newsletters

We send regular newsletters and updates using a range of channels including email and post. Typically, you will only be added to our emailing list if you have subscribed directly, either through our website or in response to one of our media campaigns.

We also engage in awareness, publicity and PR campaigns and may use your story and photograph to further promote issues surrounding autism only with your consent.

Information we process

We may collect the following information about you:

- Contact details, including your name, title, address, email, and telephone number(s).

- Communications record of any enquiries and interactions between you and Resources for Autism, which may include special category (or sensitive) data if you volunteer this to us.
- Biographical and social information.
- Your interests and your connection to autism, but only with your permission, and where relevant, to allow us to offer you further and more personal interaction with Resources for Autism, activities and fundraising.
- Analytical data, such as when you click on a link within an email including details of what links have been clicked. This is achieved through pixels and web beacons, which are tags placed in our marketing that record your viewing of a particular web page or email. You can read more within our cookie policy.

Reasons for processing and retention schedule

In relation to our fundraising activities, we rely upon your consent to process your personal information. In relation to corporate marketing, we rely on our legitimate interests to better promote the aim and objectives of our organisation.

When you click on a link within an email broadcast or newsletter, a record of what links have been clicked are recorded. We do this to better understand how effective our mailings have been and to identify specific areas of interest.

Sharing your personal data

We do not sell or share your marketing information with any other organisation. We utilise third party companies and platforms to help us manage our donor lists, e-Newsletters, and postal mailings, but these companies act as data processors working on our behalf and Resources for Autism are fully responsible for their processing instructions.

8) Partners and Suppliers

To provide our services we have relationships with many public and private sector organisations, suppliers, and third-party companies. Information will usually come directly from the contact concerned, one of their colleagues with permission to share, or from information already within the public domain.

Information we process

- Contact details, including name, job titles, role, address, email, telephone numbers and social media account details.
- Administration, including correspondence between us including a record of interactions and enquiries (by any channel) together with copies of any contractual and associated documentation.
- Financial information, including any tenders, quotations and invoices issued or received.

- Profiles, including information collected from public domain sources, such as LinkedIn, newspapers and magazines which may include limited biographical information and details of interests.
- Marketing communications. We shall maintain a record of consents given for marketing purposes and details of any marketing correspondence sent.

Reasons for processing and retention schedule

Resources for Autism will use the information you give us to open a mutually beneficial channel of communication and when a more formal relationship is required or sought, use the information to enter a contractual relationship. To do this we shall initially rely upon our legitimate interests and if, or when, a contract is appropriate, we shall rely upon the lawful basis of contractual obligation. We shall retain any contractual documentation for the active period stated in the agreement plus an additional seven years. We shall rely on legitimate interests to identify potential suppliers and partners and where we have a commercial relationship, including financial considerations, we shall process any financial records under our legal obligations, which we shall retain for seven years from the transaction date.

Sharing your personal data

We shall only share details of suppliers and partners internally where it is necessary to meet the intended aim of the relationship and with other partners or suppliers with your permission. We may share your details with our legal and professional advisors should advice or assistance be required, such as in the event of a legal claim or to recover unpaid debt. Data may be stored in third-party software in which case access to your information may be necessary by their customer support or IT support teams, but only at our strict request and under our supervision.

Data security and retention

Your information will be held within our UK based platforms and appropriate technical and organisational security measures will be employed. Your information may also be stored in our accountancy software known as Quickbooks.

We process information in a cloud-based platform hosted within the UK and our email broadcast company, MailChimp, based in the USA. These systems are compliant with current security standards and whilst these processors will maintain back-ups of information, they will not access this data. All suppliers go through a GDPR due-diligence process and have in place data processing agreements.

9) CCTV

Within our office premises we use surveillance cameras. None of the cameras have active audio recording. Cameras can be found on both the exterior and interior of our premises but

never in highly sensitive areas unless there are exceptional reasons. Signs will be displayed to inform individuals that they are in an area that is being surveilled by CCTV.

Information we process

We will capture images and footage of individuals who may be identifiable from those images.

Reasons for processing and retention schedule

Resources for Autism use cameras predominately to keep visitors, and staff safe and to prevent and detect crime. A CCTV system is the most secure and effective way to ensure the safety of individuals on site and prevent unlawful acts. We rely on the lawful basis of legitimate interests to process CCTV images and the substantial public interest to detect unlawful acts.

Our CCTV systems automatically delete footage after a maximum of 30 days. If required for safeguarding or criminal investigation reasons, we will clip footage and store this for the duration of the investigation plus six months.

Sharing your personal data

Where a crime or safeguarding issue has, or is suspected to have taken place, we may share footage with the police or local authority. Footage may be shared with the Police and other competent authority where the law permits and where there is a legal reason to do so.

Data security

Video footage shall be kept secure, and live and recorded footage will be available only to authorized members of staff and our CCTV service company. CCTV footage is stored within our local servers with encrypted backups held locally or in the cloud, all within the UK.

10) General and how we keep your information safe

Keeping your information as private and safe as we can is important to us.

Your information will be kept in secure servers either in one of our premises, or in a virtual or cloud service hosted in the UK or European Economic Area. If we wish to store your information outside of these regions, we will let you know and where possible ask for your permission.

We also securely store physical documents that will contain personal information. We transfer this to digital storage as much as possible, but there will inevitably be physical documentation that we need to store. Resources for Autism uses locked storage in access-controlled areas and facilities to keep this secure.

We make sure that our staff use very strong passwords and change them regularly, we constantly screen emails and computers for viruses and have a firewall to stop unauthorised people accessing your information. We train our staff how to keep your information safe and issue policies and guidance on how to achieve this; our external IT and compliance teams also regularly check that your information remains safe.

Where possible we shall remove any information that can identify you, for example we shall remove your name and address and, in its place, put an ID number.

We make sure that any third-party processors working on our behalf are ethical, can keep your information safe, that they follow all data protection legislation, and we have written agreements in place to ensure everyone involved in a process understands their obligations.

We reference legitimate interest as a lawful basis for processing throughout this document. Legitimate interest is one of the lawful conditions listed within Article 6 of the GDPR that allows us to process non-sensitive personal data.

Resources for Autism can rely upon our legitimate interests as long as our interests do not override your fundamental rights.

Find out more about the lawful basis of legitimate interest on the ICO website ico.org.uk

11) Your rights

We will always keep your information safe and treat it with respect, however, UK and EU data protection legislation gives you fundamental rights concerning your personal data which we have listed below for your convenience: -

- You have the right to access a copy of the personal information we hold about you; this is commonly referred to as a Data Subject Access Request (commonly known as a DSAR or SAR). You can make the request by phone, in writing or by email; our contact details can be found at the end of this policy. We will have to verify your identity before we can proceed.
- You have the right of rectification to oblige Resources for Autism to amend or update any personal information we hold about you which may be inaccurate or out-of-date.
- You have the right to erasure, also known as ‘the right to be forgotten’. This is where you may request the deletion or removal of personal data where there is no compelling reason for its continued processing by Resources for Autism.
- You have the right to ‘restrict’ the processing of your personal data. This right applies where it is no longer essential for Resources for Autism to process your information to either provide services to you or our relationship has ended and there is no contractual, legal, or financial reason to keep your information any longer. In those cases, we are permitted to store the personal data, but not further process it.
- You have the right to data portability which allows individuals to obtain and or reuse their personal data for their own purposes across different services. It allows you to move, copy, or transfer your personal data (held in an electronic format) easily from one IT environment to another in a safe and secure way. This right does not apply to any information held by Resources for Autism.

- You have the right to object to the processing of your personal information where we are relying upon your consent, our legitimate interests, or the performance of a task in the public interest which includes direct marketing, profiling, and use of your information for research and statistical purposes.
- For some processing you will have given us permission to process your information, and in these cases you can withdraw your consent at any time. However, even after consent has been withdrawn, we may still need to store some information for other legal reasons. You will always have an absolute right to ask us to stop sending you direct mail or marketing emails and if you have given your consent and you wish to withdraw it, please contact us using the contact details below.
- Finally, you have a right to be made aware of any automated decision-making taking place on you. That is where a decision is made without any human involvement, for example, this is how social media companies decide what adverts are presented to you based on the profile they have created, or a credit reference company will decide to offer credit or not based on a computer algorithm. Resources for Autism do not make any decisions on you using any automated processes.

In certain situations, the above rights may not apply, for example you may ask us to stop sending you marketing emails, but we may need to contact you due to a contractual, administrative, or legal obligation.

Withdrawing consent

Resources for Autism recognises its responsibilities with your data from both a legal and a relationship point of view. Under the terms of updated Data Protection legislation and the General Data Protection Regulation (GDPR) our legal basis for processing your data is often based on consent. This can be given, or withdrawn, by you at any time as it is based on an opt-in/opt-out mechanism.

You can contact us to withdraw your consent for our communicating with you.

If at any time you change your mind and wish for us to contact you again then you may opt in again and do so.

There are several ways in which you can withdraw your consent for us processing your data:

- Online

If you go to www.resourcesforautism.org.uk/contact-us you will have the opportunity of opting out of the various communication methods and areas of interest that we offer. We will send you a confirmation email and action your wishes.

- Telephone

If you wish to withdraw your consent please call us on 020 8458 3259. We will change your consent opt-ins and offer you a written confirmation.

- Post

To alter your consent settings with us you can write to us advising us of these changes at:

Resources for autism

858 Finchley Road

London NW11 6AB

We will happily confirm your changes by post or other communication method as you request.

- Email Address

To alter your consent settings you can also email us at dataprotection@resourcesforautism.org.uk
These are monitored on a weekly basis and updated in real time.

How consent is maintained at Resources for Autism

We manage your consent on our secure database platform Apricot and will update this according to your wishes about how we may, or may not, contact you and with what kind of information you would like to hear from us – whether this be fundraising and event opportunities or developments in our services.

12) About us

Resources for Autism provide a person-centred support to autistic individuals and those who love and care for them, and by developing organisations in the wider society that are aware and inclusive of neurodivergence.

Resources for Autism is a charity registered in England with registration number 1061253 and a registered charitable company limited by guarantee in England and Wales with registration number 03375255. Our limited company is responsible for the data we hold, and we are registered with the UK Information Commissioner's Office under registration number Z6861609

Our charitable organisations and limited company all have their registered offices at 858 Finchley Road, London NW11 6AB.

13) Contact Details

Data Protection Officer contact details

If you have any questions about this privacy notice or how we process your personal data, or if you wish to exercise any of your rights you may contact our Data Protection Officer using any of the following channels:

By email: dataprotection@resourcesforautism.org.uk

By telephone: 020 8458 3259

By post: The Data Protection Officer, 858 Finchley Road, London NW11 6AB

Information Commissioner's Office (ICO)

In the unlikely event that you are not satisfied with how we are processing your personal data or how we have responded to an enquiry regarding your personal data, you can make a complaint to the Information Commissioner's Office (ICO) or telephone their helpline on 0303 123 1113. A live chat function is also available on their website.

You can find out more about your data protection rights from the ICO website.

If you would like to read more about how to make a complaint to Resources for Autism directly, please refer to our complaints policy.

Changes to this privacy notice

We reserve the right to amend this privacy notice so please do check back from time to time. If we do so, we will post notice of the change on our website and make every effort to inform you of any material changes to the notice. This notice will have been provided to you – either in full or via hyperlink – at the time your data was submitted to us.

Last changed – 1st May 2024