

Bridport ASD and Social Anxiety Group.

Privacy Policy

Where will your data be kept?

- Paper copies of your information will be kept locked inside the home of one of the Admin volunteers.
- Electronic copies of the paper copies may be stored somewhere like OneDrive, so the information can be quickly accessed in an emergency.
- Your name and number may be kept on the phones of volunteer facilitators and counsellors. They may back up their devices to OneDrive, Google Drive and iCloud. Please familiarise yourself with their Privacy Policies too. If a volunteer leaves, they will erase your name and number.
- Your Facebook profile and Messenger profile will be visible to us if you've joined our Facebook group.
- If audio recordings, visual recordings, and photos are needed, separate written consent will be sought.
- Email servers store emails that are sent
- In some cases, information legally must be shared (see "Exceptions to Confidentiality" [pg 10] and "Safeguarding Policy" [pg 5])

How will your information be used?

- Your Disability/Medical information will be used to make reasonable adjustments, so you can participate in the group easily. Please let us know if more can be done. It may also be used/passed on in a medical emergency to ensure you get the best care.
- Your Facebook page/messenger, name, address and telephone numbers may be used to contact you. They will only be used to contact you about the group. Please inform us of any unwanted contact so we can deal with it.
- If audio recordings, visual recordings, and photos need to be used, the details will be outlined in the written consent for these recordings/photos.
- Your data will NOT be sold to third parties.

Can you retract/alter your information? – YES

- You can contact the group admin to request any changes to your information.
- You can contact the group admin to request your information be destroyed.

What happens if there's a data breach (lost or stolen data)?

- You will be informed within 72 hours of the group knowing of any data breach.
- There will be an investigation into the breach by the admin team. When that is complete you will have access to it.

You will be informed if this policy changes. You can ask to view this policy at any time. **NB please look up the privacy policies of the email carriers use, as well as Facebook and cloud services like, iCloud, Google Drive and OneDrive.**

Policy reviewed and revised April 2002. KW