



Data protection policy

ASCape is a registered charity (charity number 1197590).

Registered Office: 18 Osbourne Road, Bridport Dorset DT6 3AN.

Protecting your privacy

1. Introduction

This Privacy Policy explains in detail the types of personal data we may collect about you when you and your children interact with us. It also explains how we'll store and handle that data and keep it safe.

We know that there's a lot of information here. but we want you to be fully informed about your rights and how ASCape use your data.

We hope the following sections will answer any questions you have but if not, please do get in touch with us.

It's likely that we'll need to update this Privacy Policy from time to time. We'll notify you of any significant changes, but you're welcome to come back and check it whenever you wish.

2. What is ASCape?

ASCape is an independent charity that provides support and activities to young people with autism and their families in Dorset, UK.

3. The legal basis for this policy

The General Data Protection Regulation (GDPR) which came into effect in May 2018 sets out a number of different reasons for which a company may collect and process your personal data, including:

Consent

In specific situations, we can collect and process your data with your consent. For example, when you complete a booking form or sign up for an activity.

When collecting your personal data, or that of your children, we'll only collect the data that is necessary for our planning and safe delivery of our activities.

Legal compliance

If the law requires us to, we may need to collect and process your data.

Legitimate interest

In specific situations, we require your data to pursue our legitimate interests in a way which might reasonably be expected as part of running our charity and which does not materially impact your rights, freedom or interests.

For example, we may use your address details to send you information by post, telling you about services that we think might interest you.

Vital interest

When processing is necessary to protect someone's life.

For example, for emergency medical care, when we need to process personal data for medical purposes but the individual is incapable of giving consent to the processing.

4. What Information is collected by us?

Information you give us

We will obtain personal information from you when you enquire about our activities and services, register for an event, send or receive emails, ask a question regarding our organisation or otherwise provide us with your personal information.

Below are examples of personal data held by us:

The names and dates of birth of young people who are autistic or are on the diagnostic pathway, the names and dates of birth of their siblings who attend our events. The names of adults in the young person's household, their relationship to the child and their home address and contact telephone numbers.

We also collect some special category data relating to the young peoples' medical conditions, especially related to ASC (autism spectrum condition).

Photographs

We may take photographs of you or your children when they are taking part in activities organised by ASCape.

Safeguarding concerns

We may take handwritten notes of conversations if there are concerns for the safety and wellbeing of young people or their parents/carers. These are stored in a locked filing cabinet with the key stored elsewhere.

Information collected as part of funded projects

We sometimes collect personalised information about users in order to inform our funding bids and forward planning. This is generally processed by being anonymised before being submitted.

5. How do we use your information?

Photographs

Should you have consented for us to use photographs of you and/or your children we may share them in our closed Facebook group or in the press. This is to provide evidence of how our funding is being used.

You can change your mind about us using photographs of you or your children in this way at any time by contacting us at clare.cameron@gmail.com.

Electronic communications

Should you have consented to receive electronic communications, you may receive further communication from us electronically including general updates, event updates, volunteering opportunities or fundraising.

The legal basis for us to process your information is that you have provided consent.

Please be assured that we will only use your information for the purposes you have selected when opting in to receive electronic communication, you can change your mind at any time by contacting us at clare.cameron@gmail.com.

Social media

If you send us a private or direct message via social media the message will be stored on our social media account. It will not be shared with any other organisations.

Reports on projects

We use data that we collect about service users to compile updates and reports on the ASCape's activities and services. These reports are sometimes widely circulated to our donors and other organisations that support our work. We make sure that the data presented in these reports is anonymised. We may compile case studies based on individual young people and their families and may use some photos of the people involved. We normally keep these case studies anonymous and would only use a young person's name if implicit permission is given by the young person or their family.

6. Who do we share your information with?

We will never sell or rent your information to another party or organisation. We may share personal data such as your name and the name and ages of your children with third party activity providers where it is necessary for planning an activity. We may share medical information about your child with third party activity providers in order to plan activities and to keep everyone safe.

In accordance with our Safeguarding policy, concerns about the safety and wellbeing of young people or adults may be referred on to the appropriate authorities.

7. How do we use cookies on our website?

Cookies are small text files that are automatically placed onto your device by some websites that you visit. They are widely used to improve the performance of a website, for saving different options and to provide website owners with information on how the site is being used. ASCape.club is hosted by Wordpress. Some of your data (which pages you visited on the website & when) may be stored through Wordpress's data storage, databases and the general Wordpress applications. They store your data on secure servers behind a firewall.

8. Do I have the right to see my information?

Yes, under the GDPR you and your children have the right to confirmation that your data is being processed and the right to access your personal data.

For further information visit: <https://ico.org.uk/for-the-public/>

You have the right to request:

- Access to the personal data we hold about you, free of charge in most cases.
- The correction of your personal data when incorrect, out of date or incomplete.
- That we stop using your personal data for direct marketing (either through specific channels, or all channels).
- That we stop any consent-based processing of your personal data after you withdraw that consent.

If you would like to make a request to see your personal information held by us please write to: ASCape, 18 Osbourne Road, Bridport Dorset DT6 3AN

9. How long will you keep my information?

Whenever we collect or process your personal data, we'll only keep it for as long as is necessary for the purpose for which it was collected.

At the end of that retention period, your data will either be deleted completely or anonymised, for example by aggregation with other data so that it can be used in a nonidentifiable way for statistical analysis and planning.

10. Can I request that you delete my information?

Yes, under the GDPR both you and your children have the right to request deletion or alteration of your personal information if the following applies:

- Where the personal data is no longer necessary in relation to the purpose for which it was originally collected/processed.
- If you withdraw consent.

11. How we store and protect your personal data

We know how much data security matters to all our service users. With this in mind, we will treat your data with the utmost care and take all appropriate steps to protect it.

Data collected on paper forms is processed by being transferred manually into a spreadsheet. The paper form is then stored in a lockable filing cabinet for which the key is stored elsewhere.

Access to the spreadsheet containing your personal data is password-protected.

12. Contacting the Regulator

If you feel that your data has not been handled correctly, or you are unhappy with our response to any requests you have made to us regarding the use of your personal data, you have the right to lodge a complaint with the Information Commissioner's Office.

You can contact them by calling 0303 123 1113.

Or go online to www.ico.org.uk/concerns (opens in a new window - please note we can't be responsible for the content of external websites)

13. Any questions?

We hope this Privacy policy has been helpful in setting out the way we handle your personal data and your rights to control it.

If you have any questions that haven't been covered, please contact our Data Protection Officer, Clare Cameron, who will be pleased to help you:

Via email: clare.cameron@gmail.com

Or by post at: 18 Osbourne Road, Bridport Dorset DT6 3AN

Updates to this Privacy Policy

We review the information held in our Privacy Policy at least annually, and may update it, so please check it from time to time. We will notify you about significant changes in the way we treat personal information by placing a prominent notice on our website and Facebook page.

Updated February 2022



Clare Cameron

