

# **Sheffield Autistic Society Privacy policy for all Society members**

## **Introduction**

SAS is committed to protecting your privacy and processing your personal data in accordance with the Data Protection Act 1988 and from 25<sup>th</sup> May 2018 with the General Data Protection Regulation (GDPR) 2018. This policy explains how the information we collect about you is used and kept securely. It also explains your privacy choices when using our website as well as your right to access your information under Data Protection Legislation.

## **The Information We Collect About You**

We may collect the following information about you:

### **1. SAS Playscheme**

SAS holder of the data: Joanne Darwin (Treasurer),

Playscheme Leaders: Sam Darwin, Amy Winwood, Sally Westnedge and Louise Clements, Sophie Holling. Please note this list will be updated in 2019.

- Name of child with ASD and associated DOB
- Name of Sibling and associated DOB
- Postal Address
- Phone Number
- Email address
- Additional information, school attended, medical needs, behavioural needs

### **2. Christmas Party**

SAS holder of the data: John Oughton and Michelle Arkwright

Facilitators John Oughton and Michelle Arkwright

- Names of adults
- Name and age of children
- Additional information, school attended, medical needs, behavioural needs

### **3. SAS membership**

SAS holder of the data: Ian Spencer

- Name
- Postal Address
- Telephone numbers

- Names and DOBs of those with ASC
- List of proxy votes for the AGM

#### 4. **SAS website**

SAS holder of the data: (facilitators)

Roger Guymer

Graham Nield

Rob Hindle, Lazer Technik Limited, (Website hosting)

- Email addresses and photographs of committee members
- The SASOC website sometimes publishes (as opposed to just 'holds') the names, email addresses and/or the telephone numbers of individuals. The names, website addresses and contact details of organisations that they represent are sometimes also given. These inclusions will normally be at the explicit request of the individuals and/or organisations concerned.
- The Contact page, Useful Links page, Groups for Adults with Aspergers page and Other Events page contain the names of a number of people working to provide services in some way to autistic people and their families. In some cases their email addresses and / or telephone numbers are given.
- The Partnership pages and sub-pages contain links to documents and minutes (belonging to Sheffield City Council, rather than to Sheffield Autistic Society) which can be downloaded. These contain the names and organisations of individuals working in the Autism Partnership Board and the former Employment and Training sub-groups.

#### 5. **Information provided as part of the support at the following:**

- SAS Drop-in Service at the Circle
- Advocacy/Support work at the Circle
- Social Group at the Circle
- Monthly Adult Aspergers Group at a Sheffield Hallam University Venue
- Monthly Drop-in at the Carers Centre

SAS holder of the data: Liz Friend

- E-mail addresses for people who are on the circulation list for the Adult Asperger Group
- Personal email addresses used to provide advice and information
- Personal details of those who borrow library books. This information is recorded manually and kept securely in the office

- Postal addresses of two people who wish for notifications to be sent to them by postal mail
- Referring to other organisations is recorded and the original is filed under a section marked Data Protection and kept securely in the office
- Telephone callers provide email addresses used to provide advice, guidance and signposting

## 6. Newsletter distribution

SAS holder of the data: Phil Cooney and Graham Nield

- Names and postal addresses used for distribution (3-4 times a year)
- Email addresses for those in SAS who wish to receive the Newsletter electronically

### The Information Provided to Us

We are not aware of any information which is provided to SAS.

### How we use your information

We may use your personal information for a number of purposes including:

To deal with your requests and enquiries

To contact you for reasons related to your enquiry

To notify you about SAS related events

To notify you about items of externally provided to SAS

To facilitate membership of SAS

### Our legal bases for processing your information

We will process your data on the basis of the following legitimate interests:

- Providing relevant and necessary information via email, text, post to you about matters including, but not limited to, changes to SAS, information about SAS events including training and social events
- Where you have opted in to additional communications in your preferences we will process your data on the basis of consent
- SAS may also share your personal information with the police and other law enforcement agencies for the purposes of crime prevention or detection. If we disclose your information, we ask the organisation to demonstrate that the data will assist in the prevention or detection of crime, or that SAS is obliged to disclose it. This is done on a strictly case by case basis and through a tightly controlled process to ensure that we comply with Data Protection Legislation.

### Protecting Your Information

SAS will take all reasonable steps to ensure that your data is treated securely and in accordance with our privacy policy. The internet is not generally a secure medium for communication and therefore we cannot guarantee the security of any information you send us over the Internet.

**Finding out what information SAS holds about you**

Under the Data Protection Legislation, you can ask to see any personal information that we hold about you. Such requests are called subject access requests. If you would like to make a subject access request please contact the Secretary using the SAS website.

**Data retention**

Any data that we collect from you will be deleted should you cease to be a member of SAS.

**Contacting SAS about this Privacy policy**

If you have any questions or comments about this Privacy Policy please contact the Secretary using the email address on the SAS website. We regularly review our Privacy Policy and updates will appear on our website. Also these updates will be provided in the Newsletter.