

Sheffield Autistic Society Privacy Statement

Sheffield Autistic Society (SAS) has issued this statement to set out its commitment to protecting your privacy and processing your personal data in accordance with the Data Protection Act (DPA) 1998 up to 24 May 2018 and the General Protection Regulation (GDPR) from 25 May 2018.

Data Processing

1. Your data will be lawfully and fairly processed
2. Your data is collected on the grounds of explicitly and legitimate purposes only
3. SAS will only ask for your data when necessary, explain if data will be shared and how long it will be kept.
4. Your data will be accurate, kept up to date and erased without delay should your data no longer be required for the purposes to be processed.
5. Your data will only be retained as long as necessary.
6. Your data will be secure

1. Rights of SAS members

- 1. The right to be informed
- 2. The right of access
- 3. The right to erasure
- 4. The right to restrict processing. "Processing" includes obtaining, recording or holding information or data.

2. **If at any time you wish to withdraw** consent for us or any associated organisation to processing your personal data, you should contact the SAS Secretary.

3. **You may be reassured** that SAS will treat all personal data as confidential and will not process it other than for a legitimate purpose associated with SAS activities. Steps will be taken to ensure that the information is accurate, kept up to date and not kept for longer than necessary.

4. **Measures will be taken to safeguard** against unauthorised or unlawful processing and accidental loss or destruction or damage to the data.

5. **You are entitled to have access to your personal data** that is held by SAS. You will not be charged for SAS supplying you with such data. SAS will respond to your request as soon as possible and within the maximum time frame of one month.

6. **Right to Complain.** Where you believe that your data has been wrongfully processed, stored or handled, you have the right to raise a concern with the Information Commissioner's Office (ICO). Details on how to do this can be found here: <https://ico.org.uk/for-the-public/raising-concerns/>.

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 25th 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

The playscheme has not run in 2020 and 2021 and we will be updating this information as appropriate

2. 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

3. 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:

Advocacy/Support work

Bi Monthly Adult Aspergers Group held online via Zoom

Monthly lunchtime meeting at the Circle, Sheffield

Photography Group

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

Postal addresses of two people who wish for notifications to be sent to them by postal mail

Telephone callers provide email addresses used to provide advice, guidance and signposting

6. Newsletter distribution

SAS holder of the data: Liz Friend and Graham Nield

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.