



## **Independent Autism Advice Limited**

*Offering knowledge, understanding and practical advice with flexibility and patience*

[www.independentautismadvice.com](http://www.independentautismadvice.com)

[independentautismadvice@independentautismadvice.com](mailto:independentautismadvice@independentautismadvice.com)

### **PRIVACY NOTICE AND CONSENT FOR PARENTS, CARERS AND/OR LEGAL GUARDIANS**

#### **About our Privacy Notice:**

Independent Autism Advice Limited takes you and your child/young person's privacy seriously. That is why we will only collect and process personal information to provide you with the services you have requested. We will not share your child/young person's information with other parties unless you make an explicit request to do so. We will not use the personal data for any reason other than the reasons described within this policy. In accordance with the General Data Protection Regulation (GDPR), this privacy notice explains your rights as the individual with parental responsibility, outlining you and your child/young person's relationship with Independent Autism Advice Limited as we collect and process personal information about your child/young person.

#### **Independent Autism Advice Limited:**

We are a registered company led by an Autism Consultant/Specialist Teacher, specialising in Autism Spectrum Conditions (ASC) and Special Educational Needs and Disabilities (SEND), offering services to support educational settings, parents/carers and children/young people.

#### **Collecting and processing your child/young person's personal data:**

Independent Autism Advice Limited will only collect and process personal data about your child/young person when there is a legitimate reason to do so. The reason for collecting and processing your child/young person's information is when Independent Autism Advice have your consent to do so and when there is a legitimate interest to do so.

**A legitimate interest** is considered to be when Independent Autism Advice Limited are required to process your child/young person's data to provide the best advice and support in relation to their education, health and well-being. When personal data is in relation to health, Independent Autism Advice Limited are required to gain your consent, as this is classified a special category of data. If you agree, please complete and sign the Consent Form below after reading the Privacy Notice.

#### **The data that is to be collected, processed and shared:**

Independent Autism Advice Limited will collect data from you, your child/young person, the educational setting (Nursery/Pre-School/School). This may include an observation of the child/young person, standardised and/or non-standardised assessments. Data will be processed and shared with you and your child/young person's educational setting, when permission has been given. Other parties, such as professional agencies and local authorities will only receive your child/young person's data at your explicit request. Personal data will include, but is not limited to:

- Name of parent/carer, name of child/young person, date of birth, home address;
- Information from the educational setting (Nursery/Pre-School/School) regarding your child/ young person's abilities, needs, academic progress, mental health and wellbeing, relevant documentation from agencies and professionals involved with your child/young person, such as Speech and Language Therapists (SaLT), Specialist Teachers, Psychologists (Clinical/Educational);
- Individual documents relating to your child/young person: Education and Health Care Plan (EHCP); Individual Education Plan (IEP); Mental Health/Nurture/Intervention Plans;
- Early Help and related family information;



### **The length of time we keep your child/young person's personal data:**

Independent Autism Advice Limited will hold personal data regarding your child/young person for the duration of the time a service is being provided to you for your child/young person and/or their educational setting, when your permission has been given. Copies of paper documents will be shredded no longer than 3-months after a service has concluded and electronic copies of reports produced by Independent Autism Advice Limited will be retained for a maximum of 2 years, or when the child/young person has concluded statutory education.

### **Protecting your data:**

Independent Autism Advice Limited has security measures in place to make sure that your child/young person's personal data is protected. Those individuals or organisations, such as professional agencies and local authorities will only have access to your child/young person's data at your explicit instruction and would be subject to a duty of confidentiality.

### **The designated data controller and data protection officer:**

Trudi Rainsberry is the data controller and data protection officer for Independent Autism Advice Limited. She is committed to upholding our commitments to protect the rights of your child/young person under legislation outlined within the Data Protection Act 2018 and the General Data Protection Regulation (GDPR). She can be contacted through the website [www.independentautismadvice.com](http://www.independentautismadvice.com), by email to [independentautismadvicelimited@gmail.com](mailto:independentautismadvicelimited@gmail.com) or by post to 71-75 Shelton Street, Covent Garden, London, WC2H 9JQ.

### **Your rights under GDPR:**

Independent Autism Advice Limited respects your rights set out in UK data protection law; you have:

- The right to request access to a copy of your child/young person's data and to know how it is being used;
- The right to have any inaccuracies in your child/young person's data corrected;
- The right to have your child/young person's personal data erased;
- The right to request the processing of your child/young person's data be suspended;
- The right to object to the processing of your child/young person's information;
- The right to receive a copy of your child/young person's information in an agreed format and request a copy of this information be shared with other individuals or organisations (for example professional agencies and local authorities);
- The right to withdraw your consent to the processing of your child/young person's data;

Request can be made by contacting Trudi Rainsberry at [www.independentautismadvice.com](http://www.independentautismadvice.com) [independentautismadvicelimited@gmail.com](mailto:independentautismadvicelimited@gmail.com), or 71-75 Shelton Street, Covent Garden, London, WC2H 9JQ.

### **Complaints:**

If you are not happy with how your child/young person's personal data has been processed, you should contact Trudi Rainsberry in the first instance by using the contact details listed above. If Trudi Rainsberry is unable to satisfy your concerns, you have the right to apply to the Information Commissioner's Office (ICO) for a resolution. You can contact the ICO at [www.ico.org.uk](http://www.ico.org.uk) or at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Completed by Trudi Rainsberry

**Designated Data Controller and Data Protection Officer  
Independent Autism Advice Limited**

**Date: 02.02.2020**



**Consent Form:**

Name of child/young person: .....

Date of birth: ..... Year Group: .....

Setting/School: .....

I confirm that I have parental responsibility for the named child/young person and have read the Privacy Notice of Independent Autism Advice Limited.

My relationship is (please underline): Mother/father/parent/guardian

I give my consent for Independent Autism Advice Limited to collect and process personal information about my child/young person and their health.

Signature of Parent/carer: \_\_\_\_\_ Date: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_