



## Independent Autism Advice Limited

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

www.independentautismadvice.com

independentautismadvice@gmail.com

## PRIVACY NOTICE

**Date: 02.02.2021**

### **Who we are:**

Independent Autism Advice Limited is a registered company run by an Autism Consultant and Specialist Teacher, Trudi Rainsberry. It specialises in offering services to support educational settings, parents/carers and children/young people with social communication needs, autism and Special Educational Needs and Disabilities (SEND).

### **A summary of what this notice explains:**

This privacy notice will explain how Independent Autism Advice Limited collects, processes and stores your personal data.

We will aim to answer the following questions:

- **What is “personal data” and “processing”?**
- **What does the law say we should do with your data?**
- **What are my data protection rights?**
- **What data do we collect?**
- **How do we collect your data?**
- **How do we process your data?**
- **How do we store your data?**
- **What happens when there are changes to the privacy notice?**
- **Who do I contact?**
- **How do I contact the appropriate authorities?**

### **What is “personal data” and “processing”?**

“**Personal data**” is information relating to you as an individual. In this privacy notice it is referred to as “your data”. It can include information such as your name, contact details (telephone number, address, email address) and other information about you that may be processed.

“**Processing**” your data includes various actions that may be carried out on your data, including collecting, organising, using, sharing, storing and deleting it.

### **What does the law say we should do with your data?**

As a Data Controller, Independent Autism Advice Limited is registered with the Information Commissioner’s Office (ICO). The data protection officer and designated data controller is Trudi Rainsberry. Any individuals working for Independent Autism Advice Limited are responsible for following the guidance set out in this privacy notice.

### **Data protection law requires us:**

- To process your data in a lawful, fair and transparent way
- To only collect your data for explicit and legitimate purposes
- To only collect data that is relevant, and limited to the purpose(s) we have told you about
- To ensure that your data is accurate and up to date
- To ensure that your data is only kept as long as necessary for the purpose(s) we have told you about
- To ensure that appropriate security measures are used to protect your data



## What are my data protection rights?

Subject to certain conditions set out in UK data protection law; you have:

- The **right to request access** to a copy of your data, as well as to be informed of various information about how your data is being used
- The **right to have any inaccuracies in your data corrected**
- The **right to have your personal data erased**
- The **right to have the processing of your data suspended**, for example if you want us to establish the accuracy of the data we are processing
- The **right to receive a copy of the data you have provided to us**, and have that transmitted to another data controller (for example to another professional or organisation)
- The **right to object to direct marketing** (for example, emails or phone calls about our services) by us, and to require us to stop such contact
- The **right to object to the processing of your information**
- Where the lawful basis for processing your data is **consent**, you have **the right to withdraw your consent at any time**. When you tell us you wish to exercise your right, we will stop further processing of such data. This will not affect the validity of any lawful processing of your data up until the time when you withdrew your consent.

If you would like to exercise any of these rights, please contact the designated data protection officer Trudi Rainsberry by:

**Telephone:** 07474132018

**Email:** independentautismadvice@gmail.com

**Writing:** 71-75 Shelton Street, Covent Garden, London, WC2H 9JQ.

When you make a request, Independent Autism Advice Limited has 28 days to respond to you.

## What data do we collect?

Independent Autism Advice Limited works with parents/carers, educational settings and professionals from different agencies, including Speech and Language Therapists (SaLT), Specialist Teachers, Psychologists (Clinical/ Educational).

Independent Autism Advice Limited collects the following data:

- Personal identification information (Name, title, work email and telephone number etc.)
- Educational setting/agency details (Name, organisation address, email, telephone number etc.)
- Documents and information relevant to the service being provided

When data is collected about a child/young person, parents and carers should refer to the **Privacy Notice and Consent for Parents, Carers and/or Legal Guardians**. If a young person understands the procedures for processing their data, they will be provided with an individual privacy notice.

## How do we collect your data?

Independent Autism Advice Limited collects your data to provide an effective service for children/young people and individuals in the field of education. Data is collected:

- Online via the website message service [www.independentautismadvice.com](http://www.independentautismadvice.com)
- Voluntarily via email on [independentautismadvice@gmail.com](mailto:independentautismadvice@gmail.com)
- Voluntarily via telephone 07474132018
- Personal contact during visits to educational settings (Nursery/Pre-School/School)
- Personal contact during pre-arranged meetings
- Voluntarily registering an interest at an event (training/workshops etc.)



## How do we process your data?

Independent Autism Advice Limited processes your data so that we can:

- Support the child(ren)/young person(s) they are working with (directly or indirectly)
- Provide you with the service you have requested
- Provide you with information about services we think will be of interest to you
- When consent has been explicitly given, we will share your data with agreed agencies and service providers

## How do we store your data?

### Paper storage:

- Documents will be kept in secured storage, away from unauthorised people's access
- Documents will not be left in public places where they can be viewed by unauthorised people
- Documents will be kept no longer than 3-months and will be scanned and stored electronically when required
- Documents will be shredded and disposed of securely or returned to the relevant person(s)

### Electronic storage:

Independent Autism Advice Limited protects electronic data from unauthorised access, malicious hacking attempts and accidental deletion:

- All Laptops, iPads and iPhones are password protected using the latest technology and protected by a firewall and security software
- Data is stored on the Microsoft Office 365 cloud service and is password protected
- Data is regularly backed up
- Data is only viewed and stored electronically on devices exclusively for the use of Independent Autism Advice Limited
- Data is not stored, or removed using removable media
- Data is stored for a maximum period of 2 years

## What happens when there are changes to the privacy notice?

We may need to update this notice from time to time, for example if the law or regulator requirements change, if technology changes or if Independent Autism Advice Limited makes changes to its procedures.

## Who do I contact?

If you have any questions about Independent Autism Advice Limited's privacy notice, the data we hold on you, or you would like to exercise one of your data protection rights, please do not hesitate to contact:

**Designated data controller and data protection officer:** Trudi Rainsberry

**Website:** [www.independentautismadvice.com](http://www.independentautismadvice.com);

**Email:** [independentautismadvicelimited@gmail.com](mailto:independentautismadvicelimited@gmail.com)

**Telephone:** 07474132018

**Post:** 71-75 Shelton Street, Covent Garden, London, WC2H 9JQ

## How do I contact the appropriate authorities?

Should you wish to report a complaint or if you feel that Independent Autism Advice Limited has not addressed your concern in a satisfactory manner, you may contact the Information Commissioner's Office (ICO) at [www.ico.org.uk](http://www.ico.org.uk), or in writing to the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.