

Lothian Autistic Society

Privacy Policy

LOTHIAN AUTISTIC SOCIETY IS COMMITTED TO PRESERVING YOUR PRIVACY. PLEASE READ THE FOLLOWING PRIVACY POLICY ("PRIVACY POLICY") TO UNDERSTAND HOW WE USE AND PROTECT THE PERSONAL DATA (AS DEFINED IN THE DATA PROTECTION ACT 1988) ("DATA") THAT YOU PROVIDE TO US. LOTHIAN AUTISTIC SOCIETY COMPLIES WITH THE REQUIREMENTS OF THE GENERAL DATA PROTECTION REGULATIONS (2018).

Lothian Autistic Society would like to keep in touch with you to let you know about the work we do for families, carers and individuals affected by autism across the Lothians. We may do this by email, phone or post.

We also collect personal information about the children and young people who use our services to allow us provide the best possible support for each and every one who we support.

By submitting your Data to us, you consent to the collection, storage, use and transfer of your information under the terms of this Privacy Policy. You can unsubscribe from any or all of these communications at any time by contacting office@lothianautistic.org

Data That We Collect From You

We collect Data about you:

- When you request services or otherwise provide us with your personal details (such as your name, contact details, e-mail address etc).
- From your usage of the Site and any other information you post on the Site, e-mail or otherwise send to us.
- When we provide support to you or a member of your family.

Use of your data

We use your Data:

- To enable us to supply you with the services and information which you have requested.
- To analyse the information we collect so that we can administer, support and improve the services we offer.
- To contact you in order to send you information which may be of interest to you.

Disclosure of Your Data

The Data you provide to us will be treated as confidential and used for the purposes set out above. However, we may disclose your Data to other third parties who act for us for the purposes set out in this Privacy Policy or for purposes approved by you.

Unless required to do so by law, we will not otherwise share, sell or distribute any of the Data you provide to us without your consent.

Cookies

A "cookie" is a piece of software that attaches to the hard drive of your computer and remembers information about the configuration of your computer.

We use this information to track your movements through our Site, to find out how it is being used and to assess its usefulness. Personal information about you is not collected during the tracking process.

You can disable the cookies that we attach if your browser supports this. For further information on how to do this, please refer to www.allaboutcookies.org. However, you should bear in mind that if you exercise this option, you may be unable to use some of our online services.

Third Party Websites

Because we want your experience of our Site to be as informative and useful as possible, we provide a number of links to websites operated by third parties ("Third Party Websites"). Please be aware that we do not control such Third Party Websites and that such Third Party Websites may send their own cookies to users, or otherwise collect data or solicit personal information. We assume no responsibility for the information gathering practices of Third Party Websites that you are able to access through our Site, and we encourage you to review each Third Party Website's privacy policy before disclosing any personally identifiable information.

Security

We employ security measures to protect your Data from access by unauthorised persons and against unlawful processing, accidental loss, destruction or damage.

Where we engage third parties to process data on our behalf, they do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

Please help us keep our records updated by informing us of any changes to your e-mail address and other contact details.

Transferring your information outside of Europe

Lothian Autistic Society does not routinely transfer your data outside of the EEA. However, on occasion this may occur, for example, if any of our servers are from time to time located in a country outside of the EU. These countries may not have similar data protection laws to the UK. By submitting your personal data, you are agreeing to this transfer, storing or processing. If we transfer your information outside of the EU in this way, we will take steps to ensure that your privacy rights continue to be protected as outlined in this privacy policy.

If you use our services while you are outside the EU, your information may be transferred outside the EU in order to provide you with those services.

Data Retention

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including the purposes of satisfying any legal, accounting or reporting requirements.

Changes to Our Privacy Policy

We may amend this Privacy Policy from time to time. If we make any substantial changes we will notify you by posting a prominent notice on our Site.

Withdrawing consent

You can change or withdraw your consent for us to hold or to use your personal data for the purposes set out above by contacting office@lothianautistic.org

Right of access

You have the right to ask for a copy of the information we hold about you and to have any inaccuracies in your information corrected by emailing office@lothianautistic.org. You will not have to pay a fee to access your personal information. However, if we think that your request is unfounded or excessive, we may charge a reasonable fee or refuse to comply with the request. We may need to confirm your identity or ensure your right to exercise your legal rights.

Changes

If your personal details change, please help us to keep your information up to date by notifying us. You can do this by contacting office@lothianautistic.org

Further Information

Lothian Autistic Society, Davidson House, 57 Charlotte Street, Leith, Edinburgh, EH6 7EY is the **Data Controller**