



## Privacy Notice for Stakeholders

### Job applicants and employees

- **What we collect**  
Personal and sensitive data relating to an application of employment. We are required to process certain personal information (for example criminal record checks and reference checks or to assess the working capacity of an employee through assessment at Occupational Health)
- **How we collect it**  
Via our applicant tracking system, Email to us and by post
- **How do we use it**  
To contact you regarding potential employment, to progress an application for employment, or while you are employed with us to process data in relation to the employer /employee relationship
- **Legal Basis**  
Legitimate interests/fulfil our obligations related to employment
- **Who do we share your information with**  
Provider of our HR system, Occupational health (if required), agencies that enables us to do vetting checks such as Disclosure Scotland – PVG scheme, Pensions scheme administrator.
- **How long do we store your information**  
6 months for on spec application, 6 years while you are employed with us.

### Volunteers

#### 1. What is the purpose of this document?

Scottish Autism is committed to protecting the privacy and security of your personal information.

This privacy policy ('**Privacy Policy**') describes how we collect and use personal information about you during and after your volunteering relationship with us, in accordance with the General Data Protection Regulation 2018 (GDPR), the UK Data Protection Act 2018 and other applicable UK and EU laws that regulate the collection, processing and privacy of your personal information (together, '**Data Protection Law**'). This Privacy Policy applies to all prospective, current and former volunteers.

For the purposes of Data Protection Law, Scottish Autism acts as a "data controller" of the personal information we hold about you. This means that we are responsible for deciding how we hold and use personal information about you. We are required under Data Protection Law to notify you of the information contained in this Privacy Policy.

It is important that you read this Privacy Policy, together with any other privacy policy or notice we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information.

## **2. Data protection principles**

We comply with Data Protection Law. This says that the personal information we hold about you must be:

- 2.1. Used lawfully, fairly and in a transparent way.
- 2.2. Collected for specified, explicit and legitimate purposes and not processed in a manner that is incompatible with those purposes.
- 2.3. Adequate, relevant and limited to the purposes we have told you about.
- 2.4. Accurate and kept up-to-date.
- 2.5. Kept only for as long as necessary for the purposes we have told you about.
- 2.6. Processed in a manner that ensures appropriate security of the personal information.

## **3. The type of information we hold about you**

Personal information (which may also be called personal data), means any information about an individual from which that individual can be identified, whether directly or indirectly. It does not include data where personally identifying elements have been removed (anonymous data). We will collect, store, and use the following categories of personal information about you:

We do not hold any personal information about corporate volunteers who come to Scottish Autism via corporate partners. Corporate partners hold this information.

<b>Category</b>	<b>Data collected</b>	<b>What we use it for</b>
All volunteers	Personal contact details such as name, title, addresses, telephone numbers, and personal email addresses	To contact you about your volunteering and involvement with Scottish Autism.  To contact you in line with your marketing preferences.
All volunteers	Recruitment information (references and other information collected as part of the application process)	Making a decision about your recruitment as a volunteer.
All volunteers	Information about any criminal convictions and offences as part of the recruitment process	Making a decision about your recruitment as a volunteer for the role you have applied for.
All volunteers	Date of birth	To ask for consent if the volunteer is under 18 (in circumstances where we are able to accept applications from under 18s).
All volunteers	Emergency contact information.	To contact someone in case of emergency.
All volunteers	Information about your health, including any medical condition	To comply with our health & safety obligations and enable any

Category	Data collected	What we use it for
		reasonable adjustments to be made
Some volunteers	Photos and case studies.	If you consent, we will use your image and story to promote the work of Scottish Autism in different publications e.g. volunteer newsletters, with local press or on social media posts.
Some volunteers	IP addresses, cookies and other online identifiers.	For targeted and retargeted online advertising.

#### 4. How is your personal information collected?

We collect personal information about volunteers through the application and recruitment process, directly from candidates. We may sometimes collect additional information from third parties, including former employers.

We may collect additional personal information in the course of volunteering activities throughout the period of you volunteering for us depending on how you engage with Scottish Autism. For example, volunteers may choose to have their photo taken and used in a marketing campaign.

Please ensure that any personal information you supply to us which relates to third party individuals is provided to us with their knowledge of our proposed use of their personal information.

#### 5. The lawful grounds on which we use information about you

We will only use your personal information when the law allows us to. We process your personal information for the above purposes relying on one or more of the following lawful grounds:

- 5.1. Where we need to perform the contract we have entered into with you, or in order to take any pre-contract steps at your request and/or to perform our contractual obligations to you;

- 5.2. Where it is necessary for us to comply with a legal obligation;
- 5.3. Where you have freely provided your specific, informed and unambiguous consent for particular purposes;
- 5.4. Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests. In broad terms our legitimate interest is fulfilling the charitable purpose of Scottish Autism, which involves sending direct marketing to our supporters, contacting our volunteers to plan and administrate activities, taking steps to ensure and monitor compliance with our legal obligations and internal standards and procedures, assessing suitability of volunteers for potential roles and keeping records of volunteer activities and performance.

We may also use your personal information in the following situations, which are likely to be rare:

- 5.5. Where we need to protect your interests (or someone else's interests), such as in a medical emergency.
- 5.6. Where it is needed in the public interest.

## **6. How we use particularly sensitive personal information**

For example where you declare your health status to us we may need to use this sensitive data in connection with a legal claim that we have or may be subject to.

## **7. Information about criminal convictions**

We will only collect information about criminal convictions where it is appropriate given the nature of a volunteering role and we are legally permitted to do so. If it is appropriate and legal, this information may be collected as part of the volunteer recruitment process or in the course of volunteering for us, but may also be provided to us directly by you in the course of you volunteering for us.

We will use information about criminal convictions and offences in the following ways:

- 7.1. To determine, without discrimination, your suitability for the role;
- 7.2. To continue to ensure you are still suitable for the role, including by means of continual screenings, where appropriate.

We collect and process information about criminal convictions for the above purposes relying on one or more of the following lawful grounds: with your consent; to comply with a legal obligation; or, less commonly, to protect your vital interests (or someone else's interests) when you are not capable of giving your consent; or, where you have already publicised such information; or, where we need to use such information in connection with a legal claim that we have or may be subject to.

Processing of information about criminal convictions will be in line with an appropriate policy and safeguards which we are required by law to maintain when processing such information.

### **8. If you fail to provide personal information**

If you fail to provide certain information when requested, we may be prevented from complying with our legal obligations (such as to ensure the health and safety of our volunteers) and we may not be able to process your application to volunteer with us or offer you certain volunteering opportunities.

### **9. Change of purpose**

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is related to the original purpose.

### **10. Data sharing**

We may disclose your information in the following circumstances:

- Where we are legally obliged to we will share the information of volunteers. We provide Companies House with basic contact details of our Trustees.
- We may provide your email address, mobile phone number or cookies or other online identifiers in an encrypted format to social media companies, such as Facebook, Instagram, Twitter

If we share your data, we require third parties to respect the security of your data, use it only for lawful purposes and handle it in accordance with Data Protection Law.

We do not sell or rent your information to third parties for marketing purposes.

### **11. Data security**

We have put in place appropriate technical and organisational measures to protect the security of your information.

Third parties will only process your personal information on our instructions and where they have agreed to treat the information confidentially and to keep it secure.

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those volunteers, employees, agents, contractors and other third parties who have a business need to know.

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. Further detail as to how we deal with data breaches can be found in our Data Protection Policy and Information Security Policy.

### **13. Data retention**

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

### **14. Your rights**

You have the following legal rights in relation to our collection and processing of your personal information:

- **Right to be informed** – you have the right to be told how your personal information will be used. This Policy is intended to provide you with a clear and transparent description of how your personal information may be used.
- **Right of access** – you can write to us to ask for confirmation of what information we hold on you and to request a copy of that information (and other related information). Provided we are satisfied that you are entitled to see the information requested and we have successfully confirmed your identity, we will provide you with your personal information subject to any exceptions that apply. You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive.

Alternatively, we may decline to comply with the request under certain circumstances.

- **Right of erasure** – at your request we will delete your personal information from our records as far as we don't have a valid reason for holding on to it (e.g. to comply with a legal obligation).
- **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected. Please keep us informed if your personal information changes during your volunteering relationship with us.
- **Right to restrict processing** – you have the right to ask us to restrict the processing of your personal information if there is disagreement about its accuracy or whether our use is legitimate or not.
- **Right to object** – you have the right to object to processing where we are: (i) processing your personal information on the basis of the legitimate interests ground and we have no compelling reason we can demonstrate to continue with that processing; (ii) using your personal information for direct marketing, or; (iii) using your personal information for statistical purposes/

## **15. Data protection officer**

We have appointed a Data Protection Officer (DPO) to oversee data protection standards at Scottish Autism.

## **16. Changes to this privacy policy**

We reserve the right to update this privacy policy at any time, and we will provide you with access to a new privacy policy when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.

## **Donors/Purchasers via our Website**

### **➤ What we collect**

We collect personal data related to your donation including: - Your name, address, Contact details and gift aid (Taxpayer status) information. We may also collect card payment information if you make a payment by card or account information if you pay us by cheque. If you are fundraising for an event please see information below about event attendees.

- **How we collect it**  
Via Scottish Autism website, via email to us, by post, by phone, in person, from a third party website for example “JustGiving”.
- **How do we use it**  
To process your donation, to send you further information about Scottish Autism (only where you have given us consent to do so).
- **Legal Basis**  
Legitimate interests/fulfil our obligations related to employment
- **Who do we share your information with**  
Committed giving, HMRC, Financial supplier system, CRM provider and card payment provider.
- **How long do we store your information**  
7 years from your last donation.

### **Donors/Purchasers via our Website**

- **What we collect**  
We collect personal data related to your donation/purchase including: - Your name, address, Contact details and gift aid (Taxpayer status) information. We may also collect card payment information where necessary if you make a payment by card or account information if you pay us by cheque. If you are fundraising for an event please see information below about event attendees.
- **How we collect it**  
Via Scottish Autism website, via email to us, by post, by phone, in person, from a third party website for example “JustGiving”.
- **How do we use it**  
To process your donation/purchase, to send you further information about Scottish Autism (only where you have given us consent to do so).
- **Legal Basis**  
Legitimate interests/fulfil our obligations related to employment.
- **Who do we share your information with**  
Committed giving, HMRC, Financial supplier system, CRM provider and card payment provider.
- **How long do we store your information**  
7 years from your last donation.

### **Event attendees / online support programme users**

- **What we collect**  
We collect your name, address, email address, IP address, and phone number. We may need to process personal sensitive information such as health information for certain activities. We may require next of kin information for certain activities and we may process your image (with your consent).

- **How we collect it**  
Via Scottish Autism website, via email, Right Click, SaiLearn, Survey Monkey, Mailchimp, Eventbrite and Zoom. Also by phone and in person and from third party event organisers.
- **How do we use it**  
To proceed with events, take payments(see section on purchasers/donors), , set up a login account on our Right Click programme, access our online events and to send you information about Scottish Autism where you have given us your consent to do so.
- **Legal Basis**  
Consent, to fulfil a contract, legitimate interest.
- **Who do we share your information with**  
Learning Pool stores all data connected with learners on Right Click and our online training courses. Third party organisations such as mailchimp, survey monkey and partnership organisations we work with such as Studio III.
- **How long do we store your information**  
7 years after your last event.

### **If you sign up for our newsletter and other marketing information**

- **What we collect**  
We collect your name, address, email address, IP address, the date you have consented to receive the information.
- **How we collect it**  
Via Scottish Autism website, via email, via mailchimp, survey monkey by phone and in person.
- **How do we use it**  
To send you more information about Scottish Autism.
- **Legal Basis**  
Consent, Legitimate interest.
- **Who do we share your information with**  
Third party providers such as Mailchimp in order to send e-zines and Survey Monkey for research. Bright Signals (website hosting).
- **How long do we store your information**  
7 years from your last newsletter or marketing information.

### **Users of our Advice Line**

All calls to our advice line are strictly confidential. We do not record calls.

- **What we collect**  
We may collect your name, address, email address, phone number, Local Authority area, details of your enquiry. However you can ask us to record your enquiry anonymously. We may need to discuss personal sensitive information such as health and wellbeing.

- **How we collect it**  
By phone, email and live chat.
- **How do we use it**  
To provide you with advice and support.
- **Legal Basis**  
Consent, to fulfil a contract, legitimate interest, provision of health & social care.
- **Who do we share your information with**  
We won't share your personal information with anyone. We may however use details of your enquiry to inform our service development. This data will be anonymised.
- **How long do we store your information**  
Personal data is deleted after 5 years, however certain data may be stored for statistical purposes.

## **Research Participants**

- **What we collect**  
Participation in research is usually anonymous and identifying data is not usually collected. Occasionally we may ask to keep names, email address or phone number of participants in order to inform participants of research findings, or for follow-up surveys or research. This would only be undertaken with consent of participants. Where personal data relating to research participants may be retained, professional research ethics in relation to anonymization of data are followed. E.g. personal data is not used to identify participants with their answers, unless explicitly given consent to do so.
- **How we collect it**  
During process of interview or survey completion (in person or online).
- **How do we use it**  
Stored in order to contact participants with research results or for follow-up interviews.
- Legal Basis**  
With explicit consent only. Fulfils ethical requirement to inform research participants of the outcomes of research in which they have participated.
- **How long do we store your information**  
For duration of research projects (usually 2-3 years at most). Anonymised research data may be stored for longer in line with data storage policies and ethical research guidelines.

## **Visitors to our One Stop Shop**

- **What we collect**  
We collect your name, address, email address, phone number, Local Authority area. We may need to discuss personal sensitive information such as health and wellbeing. We may require next of kin information for certain activities and we may process your image (with your consent).
- **How we collect it**  
Through referrals, by phone, by email or in person.
- **How do we use it**  
To provide you with advice and support.
- **Legal Basis**  
Consent, to fulfil a contract, legitimate interest, provision of health & social care.
- **Who do we share your information with**  
We may refer you to other agencies i.e. GP, Local Authority only with your consent. If it is in your vital interests or we are under a legal obligation to do so. We share statistical information such as the number of visitors to the one stop shop.
- **How long do we store your information**  
5 years in accordance with our contract with our funders.

## Affinity

### Users of Affinity Coaching & Counselling

- **What we collect**  
We may collect your name, address, email address, phone number, Local Authority area, details of your enquiry. We may need to discuss personal sensitive information such as health and wellbeing to make a referral to Affinity. \* *We may collect special category data that is subject to your explicit consent. Special category data includes: racial or ethnic origin, political opinion, religious or philosophical beliefs, genetic data, biometric data, health or sex life or sexual orientation.*
- **How we collect it**  
By contact form on Scottish Autism website, phone and email.
- **How do we use it**  
To ascertain eligibility criteria to access our Affinity service.
- **Legal Basis**  
Consent, to fulfil a contract, legitimate interest, provision of health & social care.
- **Who do we share your information with**  
Your details will be saved on Scottish Autism's CRM provider ThankQ. If eligibility criteria is met, we will share your details with third party provider AT Autism who are delivering Affinity on behalf of Scottish Autism. AT-Autism has offices in London and Cork, Ireland (EU) and as they are acting as an agent of Scottish Autism the data belongs to Scottish Autism. Data will be

securely stored by AT-Autism until the end of the project (Nov 2021) and then submitted to Scottish Autism to be dealt with in accordance with our privacy policy. No attributable personal data will be used in the publication of the evaluation.

➤ **How long do we store your information**

Personal data is deleted after 5 years, however certain data may be stored for statistical purposes.

**If you have any questions about this privacy policy, please contact: Data Protection Officer at Scottish Autism**