SCOTTISH AUTISM

Embracing difference, leading change

Privacy Notice for Stakeholders

Job applicants and employees

- What we collect – personal and sensitive personal data relating to an application of employment/ to fulfil an employment relationship. We are required to process certain personal sensitive data (for example with regard to criminal records checks or to assess the working capacity of an employee)
- How we collect it – via Fusion website, via email to us, 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 this with – provider of our HR System, potentially Occupational Health provider, agencies that enable us to undertake vetting checks, such as Disclosure Scotland, PVG scheme, provider of our online recruitment software, pensions scheme administrator
- How long we store it for – six months for on spec applications; while you are employed with us; up to 40 years after you leave our employment (insurance requirement)

Volunteers

- What we collect – personal information including name, email address, postal address, phone number. We may need to process sensitive personal information e.g health information for certain activity events. We may require next of kin details for some events. We may process your image
- How we collect it – via Scottish Autism website, via email, by phone, in person, from third parties
- How do we use it – to manage and administer the volunteer relationship, to send you further information about Scottish Autism (where you have given us consent to do so). We may use your image in publicity materials (with your consent)
- Legal basis – consent/ to fulfil a contract/ legitimate interests

- Who do we share this with – event hosts, some information may be shared with Scottish Autism staff if required, agencies that undertake vetting checks. If you undertake an activity/ challenge event we may need to share some sensitive information (such as health information) with third parties (event organisers) for safety reasons. How long we store it for – up to seven years after the volunteer relationship ends

Donors/ purchasers via our website

- What we collect – personal data relating to your donation. This includes 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 via an event (e.g. skydiving) please see below section on event attendees too
- How we collect it – via Scottish Autism website, via email to us, by post, by phone, in person, from a third party website such as JustGiving
- How do we use it – to process your donation, to send you further information about Scottish Autism (where you have given us consent to do so)
- Legal basis – legitimate interests/ legal obligation
- Who do we share this with – Committed Giving, HMRC, finance system supplier, CRM provider, card payment provider
- How long we store it for – seven years from your last donation

If you sign up for our newsletters and other marketing information

- What we collect – contact information including name, email address, postal address (depending on your chosen method of communication), IP address, date you have consented to receive information from us
- How we collect it – via Scottish Autism website, via email to us, by phone, in person
- How do we use it – to send you further information about Scottish Autism
- Legal basis – consent
- Who do we share this with – Mailchimp, Blackbaud (CRM provider), Glasgow Creative (mailing house), website hosting (Bright Signals)
- How long we store it for – we will refresh our consent to send you marketing information every seven years, and you may unsubscribe at any time

Social Media

Scottish Autism makes use of social media platforms such as Facebook, LinkedIn, YouTube, Instagram & Tik Tok.
For information on consent and data used, please visit the privacy notices of each of these social media platforms.

Event attendees/ online support programme users

- What we collect – personal information including name, email address, postal address, phone number. We may need to process sensitive personal information e.g health information for certain activity events, or information about dietary requirements. We may require next of kin details for some events. We may process your image
- How we collect it – via Scottish Autism website, via email, by phone, in person, from third parties (event organisers)
- How do we use it – to administer events, to take payment (see section on purchasers/ donors above), to send you further information about Scottish Autism (where you have given us consent to do so), to provide you with an online support programme. We may use your image in publicity materials (with your consent)
- Legal basis – consent/ to fulfil a contract/ legitimate interests
- Who do we share this with – event hosts, other attendees at events, (for example on name badges). If you undertake an activity/ challenge event we may need to share some sensitive information (such as health information) with third parties (event organisers) for safety reasons. Our online support programme is hosted by a third party provider, Mediacorp
- How long we store it for – up to seven years after you last attended a Scottish Autism event

Users of our Advice Line

- All callers to the Autism Advice Line can be assured of our utmost respect for your privacy, and calls are confidential. We do not record calls or hold personal data on callers, unless they agree that this is necessary as part of the service, or if we have your consent to share this information elsewhere within Scottish Autism or with external agencies that may be able to help you further
- What we collect – personal information including your name, email address, phone number, local authority area. We may need to discuss sensitive personal information e.g. health or mental health information
- How we collect it – via Scottish Autism website, via email, by phone, in person
- How do we use it – to provide you with advice/ support as requested
- Legal basis – consent/ to fulfil a contract/ legitimate interests/ provision of health or social care
- Who do we share this with – we may refer you to other external agencies (for example your GP or local authority) but your information is only shared with your consent, if it is in your vital interests, or we are under a legal obligation to do so.
- How long we store it for – personal data is not retained by the Advisors and anonymised data is recorded for statistical purposes only

Research participants

Each research project varies and in line with our strict ethics guidelines, you will be provided with specific information about how we use your personal data when you consent to taking part in any research with us. You can request a copy of our Research Governance policy and Research Ethics Guidelines by contacting the Centre for Practice Innovation HERE.

Enquirers or users of our autism services (children, family and adult services)

- Each request is unique and we will process the minimum amount of personal or sensitive personal data in relation to your enquiry as possible. For people that are supported by us following enquiry, we will process the minimum amount of personal and sensitive data required to be able to provide a safe, quality and individualised service.
- The range of data processed will differ in relation to the model of support being accessed.
- This data will not be shared apart from with authorised agencies such as social work or commissioning officers where required to progress your enquiry or deliver your service provision or to meet regulatory or legal requirements (such as inspection or safeguarding processes).
- Internally, the data will only be accessed as required to deliver the service or access and respond to the enquiry.
- Legal basis – to fulfil a contract/ provision of health or social care services if you are receiving a primary health and social care service from us (usually regulated and commissioned) or support for individuals with a particular disability or medical condition for non primary services.
- How long we store it for – our insurance company requires us to store most information relating to the people we support for up to 40 years after termination of service. Data that is not required will be retained for a shorter duration in line with our retention schedule, which can be shared on request.

Visitors to our One Stop Shop

- What we collect – personal information including your name, email address, phone number, local authority area. Sensitive personal information e.g. health or mental health information
- How we collect it – via referrals, via email, by phone, in person

- How do we use it – to provide you with advice/ support as requested and to keep you informed of events that you have told us you are interested in attending
- Legal basis – consent/ to fulfil a contract/ legitimate interests/ provision of health or social care
- Who do we share this with – we may refer you to other external agencies (for example your GP or local authority) but your information is only shared with your consent, if it is in your vital interests, or we are under a legal obligation to do so. We share anonymised data such as visitor numbers with our funders
- How long we store it for – we store your information for as long as you use the One Stop Shop or for five years in accordance with our contract with our funders.

Further information

- How to contact us, information about your rights and how to complain can be found HERE.

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SCOTTISH AUTISM

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