

## **Privacy Statement and Cookie Policy**

Derbyshire Autism Services is a company limited by guarantee and a registered charity (“we”, “DAS”, “Company”). This privacy policy will explain how our organisation uses the personal data we collect from you when you use our website or FormStack to complete a form.

Topics:

- What data do we collect?
- How do we collect your data?
- How will we use your data?
- How do we store your data?
- Marketing
- What are your data protection rights?
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### **What data do we collect?**

Our company collects the following data:

- Personal identification information (Name, email address, phone number, etc.)
- The link from which you were redirected to our website, browser information such as brand and version, geographical location, device type, pages visited alongside the date and time you have accessed the website
- Upon applying for a role with us, information included in your CV, personal information, disability status, cover letter, and personal information, will be transferred to us from our provider, FormStack, via the US PrivacyShield, which is GDPR compliant
- Referrals - DAS will use the information you provide to us in a referral form so as to contact you to begin the referral process or at any stage to contact you or associated parties to whom you have given our consent. If you submit this form, we will collect personal information including your name, email address, date of birth, gender, mobile telephone number, your GP’s information, carer/parent information if appropriate, social worker's information, diagnosing psychologist's information, your diagnosis, an account of your difficulties with autism, equality monitoring data and emergency contact information. We require similar information from professionals referring people with autism and difficulties to us.

This information is then processed into our database for the purposes of ensuring that DAS can provide a service to service users (you) and so that outcomes can be anonymised for our commissioning services, such as NHS England.

We believe that our GDPR lawful basis for processing such personal data is one of consent.

## **How do we collect your data?**

You directly provide DAS with most of the data we collect. We collect data and process data when you:

- Register online or place an order for any of our products or services.
- Voluntarily complete a customer survey or provide feedback on any of our message boards or via email.
- Use or view our website via your browser's cookies.

Our Company may also receive your data indirectly from the following sources:

- Google Analytics
- Facebook
- Twitter
- NHS
- Social Care
- CQC

## **How will we use your data?**

DAS collects your data so that we can:

- Process your application for services/a job
- Provide these services and ensure compliance with CQC
- Deal with a query relating to the lodge or a generic autism query

When DAS processes your order, it may send your data to, and also use the resulting information from, credit reference agencies to prevent fraudulent purchases.

## **How do we store your data?**

DAS securely stores your data in the UK. Some data is stored in US data centres but is guaranteed by the US-EU PrivacyShield.

DAS will keep your service data for seven years if you are an adult service user, or up to your 18<sup>th</sup> birthday if you are a child. For “redundant” applications including job applications, we will keep this information for 30 days while processing. “Redundant” means where an individual has no relevant service provision, has not been successful in a job application, or has turned one down.

## Marketing

DAS would like to send you information about products and services of ours that we think you might like.

If you have agreed to receive marketing, you may always opt out at a later date.

You have the right at any time to stop DAS from contacting you for marketing purposes.

If you no longer wish to be contacted for marketing purposes, please [click here](#).

## What are your data protection rights?

DAS would like to make sure you are fully aware of all of your data protection rights. Every user is entitled to the following:

**The right to access** – You have the right to request DAS for copies of your personal data.

**The right to rectification** – You have the right to request that DAS correct any information you believe is inaccurate. You also have the right to request Our Company to complete the information you believe is incomplete.

**The right to erasure** – You have the right to request that DAS erase your personal data, under certain conditions.

**The right to restrict processing** – You have the right to request that DAS restrict the processing of your personal data, under certain conditions.

**The right to object to processing** – You have the right to object to DAS' processing of your personal data, under certain conditions.

**The right to data portability** – You have the right to request that DAS transfer the data that we have collected to another organization, or directly to you, under certain conditions.

If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact us at our email:

Call us at: 01773 741 221

Or write to us: [enquiries@derbyshireautismservices.org](mailto:enquiries@derbyshireautismservices.org)

## Cookies

Cookies are text files placed on your computer to collect standard Internet log information and visitor behaviour information. When you visit our websites, we may collect information from you automatically through cookies or similar technology.

For further information, visit [allaboutcookies.org](http://allaboutcookies.org).

## **How do we use cookies?**

Our Company uses cookies in a range of ways to improve your experience on our website, including:

- Keeping you signed in
- Understanding how you use our website
- Marketing analytics

## **What types of cookies do we use?**

There are a number of different types of cookies, however, our website uses:

- Functionality – DAS uses these cookies so that we recognise you on our website and remember your previously selected preferences.
- Marketing – DAS use these cookies so that we recognise your browser and can analyse our marketing practices.

## **How to manage cookies**

You can set your browser not to accept cookies, and the above website tells you how to remove cookies from your browser. However, in a few cases, some of our website features may not function as a result.

## **Privacy policies of other websites**

The Derbyshire Autism Services website contains links to other websites. Our privacy policy applies only to our website, so if you click on a link to another website, you should read their privacy policy.

## **Changes to our privacy policy**

DAS keeps its privacy policy under regular review and places any updates on this web page. This privacy policy was last updated on 9 January 2019.

## **How to contact us**

If you have any questions about DAS's privacy policy, the data we hold on you, or you would like to exercise one of your data protection rights, please do not hesitate to contact us.

Email us at: [enquiries@derbyshireautismservices.org](mailto:enquiries@derbyshireautismservices.org)

Call us: 01773 741 221

Or write to us at: Derbyshire Autism Services, Unit 3a Unicorn Business Park, Wellington Street, Ripley, DE5 3EH

## **How to contact the appropriate authority**

Should you wish to report a complaint or if you feel that DAS has not addressed your concern in a satisfactory manner, you may contact the Information Commissioner's Office.

Wycliffe House, Water Lane, Wilmslow, SK9 5AF