

# GDPR Privacy Statement for Funders



Child Autism UK is committed to protecting and respecting your privacy.

This Policy explains when and why we collect personal information about you and your child. It explains how we use this information and the conditions under which we may disclose it to others and how we keep it secure.

Our Data Protection Officer is Mandy Williams; any questions regarding this Policy and our privacy practices should be sent to her by email at [info@childautism.org.uk](mailto:info@childautism.org.uk) or by phoning 01344 882248.

## How do we collect information from you?

We obtain information when you make contact with us. This is usually when you send us an email, letter or through an external website such as JustGiving.

## What type of information is collected from you?

The personal information we collect may include your name, address, email address, phone number. We make a note of how and when you supported us, the date you gave permission for us to contact you, any funds raised and may make a note of additional relevant information you have given us such as how you heard about us or if you have a relative with autism etc.

## How is your information used?

Child Autism UK keep your contact details so that we can keep in touch with you. We may send you information such as newsletters or let you know about events such as dinners. We will not contact you to directly request additional donations.

Other details such as amount raised are used for our own internal analysis of our fundraising activities.

## **Who has access to your information?**

We will never disclose your information to people outside of Child Autism UK unless legally required to do so by an official authority such as the police.

## **Third Party Service Providers working on our behalf:**

We may pass your information to our third party service providers, agents subcontractors and other associated organisations for the purposes of completing tasks and providing services to you on our behalf (for example to process donations and send you mailings). However, when we use third party service providers, we disclose only the personal information that is necessary to deliver the service and we have a contract in place that requires them to keep your information secure and not to use it for their own direct marketing purposes. Please be reassured that we will not release your information to third parties beyond the Child Autism UK for them to use for their own direct marketing purposes, unless you have requested us to do so, or we are required to do so by law, for example, by a court order or for the purposes of prevention of fraud or other crime.

## **Security precautions in place to protect the loss, misuse or alteration of your information**

When you give us personal information, we take steps to ensure that it's treated securely. Any personal information is encrypted and password protected.

Non-sensitive details (your email address etc.) that you send us via email can never be guaranteed to be 100% secure. As a result, while we strive to protect your personal information, we cannot guarantee the security of any information you transmit to us, and you do so at your own risk. Once we receive your information, we make our best effort to ensure its security on our systems. Your information will be stored in password protected documents and backed up on our servers.

## **Your choices and rights**

You have a choice whether or not to provide us with personal information. You have a choice about whether or not you wish to receive information from us. You have the right to withdraw consent at any time. You have the right to request that your data be deleted.

We will not contact you for marketing purposes by email, phone or text message unless you have given your prior consent. We will not contact you for marketing purposes by post if you have indicated that you do not wish to be contacted. You

can change your marketing preferences at any time by contacting us by email: [info@childautism.org.uk](mailto:info@childautism.org.uk) or telephone on 013344 882248.

## **How you can access and update your information**

The accuracy of your information is important to us. We're working on ways to make it easier for you to review and correct the information that we hold about you. In the meantime, if you change your contact details or if any of the other information we hold is inaccurate or out of date, please email us at [info@childautism.org.uk](mailto:info@childautism.org.uk), or telephone on 013344 882248.

You have the right to ask for a copy of the information Child Autism UK hold about you.

## **How long do we retain your data?**

We will regularly check with you that we still have your consent to contact you. If we don't hear from you we will destroy your data within 12 months. If you request that we delete your data we will do so within 4 weeks.

## **Concerns**

If you have a concern about your information which you have raised with us and are not satisfied with the response. You have the right to lodge a complaint with the ICO at [www.ico.org.uk](http://www.ico.org.uk).