

GDPR Privacy Statement for Tutors who work with Child Autism Clients



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

This Policy explains when and why we collect personal information about people who work as tutors on the programmes of families who use our services. This Policy explains how we use your 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 or by phoning 01344 882248.

How do we collect information from you?

We obtain information about you when you start working with one of our clients. Your case manager will ask to see proof that you have a DBS check and have completed child protection training.

What type of information is collected from you?

The personal information we collect might include your name, address, email address, phone number, that you have a DBS check and child protection training.

How is your information used?

Case Managers and Senior Staff periodically check the tutor database to be sure that all tutors on our teams have the required safeguarding elements as outlined above.

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.

Your choices and rights

We will not contact you for marketing purposes by email, phone or text message unless you have given your prior consent.

You have a choice whether or not to provide us with personal information. However, we are unable to work with families who employ tutors without us being able to check that they have the basic safeguarding requirements of a DBS check and safeguarding training.

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 In the meantime, if you change email address, or any of the other information we hold is inaccurate or out of date, please email us at: info@childautism.org.uk, or telephone on 013344 882248.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.

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, password protected and backed up on our servers.

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.

How long do we retain your data?

We will keep your data whilst you work with our clients. We will delete your data within 2 years of you ceasing to work with any of our clients. If you do not work with any of our clients and 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.