Date: 22/09/23

**Data Privacy Policy**

This Data Privacy Notice has been issued to make Advocate Neurodivergence compliant with the requirements of the EU General Data Protection Regulations (GDPR).  Advocate Neurodivergence Educational Consultancy C.I.C. (“Advocate Neurodivergence” or “We” or “Us”). Personal data is any information that can identify a living individual.

**Introduction**

We take the privacy, protection and security of your information seriously. This Data Privacy Policy demonstrates how we gather, use and share personal information and about your individual privacy rights. How we manage personal information relies upon the context it was made available to us. We have a Data Protection Officer, who provides guidance to ensure we meet the requirements of how we should look after your information. Occasionally, we may have to update our Data Privacy Policy, in line with statutory and regulatory requirements, in this circumstance, we will always update you if there is a significant change to the way in which we control and process your information.

**About Us**

Advocate Neurodivergence offer services and support to educational settings, individuals, families and carers for those with Autism and other neurodivergent differences including ADHD, Dyslexia and Dyspraxia. The GDPR regulations refer to Advocate Neurodivergence as a ‘data controller’. This means Advocate Neurodivergence decides how your personal data is processed and for what purposes. Advocate Neurodivergence is registered with the Information Commissioner’s Office under registration number ZB338758.

**How We Gather Information**

We will gather information when you interact with our services, this means, if you use our support services and make contact with us via telephone, email or letter. We will also gather information if a referral to our service is made via a third party by telephone, email or letter.

**What is the legal basis for processing your personal data?**

* Explicit Consent - the data subject (this is you) whom the sensitive personal data is about has given explicit consent to the processing.
* Processing is necessary under terms and conditions of service level agreements, contracts and successful funding being agreed.

**How We Use Your Information**

If you are a service user, the information you share is used to provide you with the correct level of service pathway. Advocate Neurodivergence complies with its obligations under the GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data. We use your personal data for the following purpose and only for this purpose: To offer services and support to educational settings, individuals, families and carers for those with Autism and other neurodivergent differences including ADHD, Dyslexia and Dyspraxia.

**How Long Do We Retain Your Information**

We will never retain information for longer than necessary for the purposes it is

needed or for as long as we need to legally keep records in accordance with company law or funder’s terms and conditions. Once this period has passed, we will then securely dispose of all data relating to you. ‘Personal records’ will be destroyed 5 years following the completion of services.

**Special Campaigns & Photographic Images**
Occasionally, some of our service users and their families will share their personal stories and experiences with us, to support our campaigns and the profile of Advocate Neurodivergence. We will record the details, and relevant contact details, and we will always gain consent prior to use.

**Children’s Data**

When using our services, information is gathered where we have a legal basis to collect and retain that data as per pathway services, contracts and referrals. The information specifically relating to a child will never be shared with anyone who is not connected to providing the service.

**Sharing Personal Data with Third Parties**

Your personal data will be treated as strictly confidential, and we will not share your data with third parties without your consent unless there is significant risk of harm to you or others.

**Sending Personal Information Overseas**

We currently do not send any information outside of the UK and European Economic Area.

**Your Privacy Rights**

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:

* The right to request a copy of your personal data which Advocate Neurodivergence holds about you. This request must be made in writing and will be responded to within one month of receipt.
* The right to request that Advocate Neurodivergence corrects any personal data if it is found to be inaccurate or out of date. This request must be made in writing and will be responded to within one month of receipt.
* The right to request your personal data is erased where it is no longer necessary for Advocate Neurodivergence to retain such data.
* The right to withdraw your consent to the processing at any time.
* The right to request that the data controller (Advocate Neurodivergence) provide the data subject (you) with your personal data and where possible, to transmit that data directly to another data controller, known as the right to data portability.
* The right to lodge a complaint with the Information Commissioner’s Office. (ICO)

**Our Website**

When our website is visited, we do collect standard internet log information and details of visitor behaviour. We do this to monitor number of visitors to the site and which parts of our website are most visited.

**Cookies**

A cookie is a small file which asks permission to be placed on your computer’s hard drive. Once you agree, the file is added and the cookie helps analyse web traffic, or lets you know when you visit a particular site. This information is used to track visitor use of the website and can be used to compile statistical reports on website activity. None of our cookies store personal information.

Overall, cookies can help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not.

You can set your browser not to accept cookies and this website tells you how to remove cookies from your browser. For further information visit [www.aboutcookies.org](http://www.aboutcookies.org)

**Keeping Your Information Secure**

Advocate Neurodivergence has measures in place to ensure the physical and

technical protection of your information. Data Access is regularly reviewed and only accessible to the relevant directors.

**Contact Details**

To exercise all relevant rights, queries or complaints please in the first instance contact the Data Protection Officer at Advocate Neurodivergence:

Email: contact@advocateneurodivergence.co.uk or phone 07342 686179

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email> or at the Information Commissioners Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF

We are committed to reviewing our policy and good practice annually.

Date of next review: September 2024

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|  | Signed | Date |
| Created By: | Lanette RobinsonData Protection OfficerDirector |  |  22/09/23 |
| Approved By: | Jill ShorttDirector |  | 22/09/23 |