

Centre for Autism Wellbeing Hub

Privacy Notice

About us

The University of Reading is the Data Controller (hereafter referred to as 'We' or 'Us') in respect of the information that We process about You or Your child/child you are accompanying (hereafter referred to as 'You' or 'Your'). Our contact details can be found at the foot of this notice.

This Privacy Notice explains the nature of the personal data that the University of Reading Centre for Autism Wellbeing Hub (hereafter referred to as the "The Wellbeing Hub") collects about You, how Your data is used and provides information on Your rights under data protection laws.

If there is anything in this privacy notice that is unclear or You do not understand, You can contact Our Data Protection Officer at: imps@reading.ac.uk.

Data We collect about You

Information that We collect directly from You

We ask You for personal data when You use the services of The Wellbeing Hub. You may also voluntarily provide personal data to Us. Some personal data will be collected indirectly.

The personal data We use (or 'process') will depend on Your specific use of the Wellbeing Hub services. This personal data includes:

Name, Date of Birth/Age, Postal Address(es), Contact telephone(s), Email address(es).

Unique Identifiers (to include Student ID numbers, Staff ID numbers, Passport numbers, NHS numbers, National Insurance numbers, unique research participant ID numbers, Unique applicant or member ID numbers).

You do not need to have cookies turned on to use or navigate through most parts of our websites, although some functionality may be lost.

For more information on cookies on Our University Websites, please refer to Our cookie notice at <https://www.reading.ac.uk/about/privacy>.

Personal data will be collected in order to:

- Provide services to autistic children and young people and their families and practitioners who support them.
- Deliver online talks (email addresses used to send talk link; personal information such as diagnosis or location used to [.]6 ()TÆMC /P people usedTc 0 Tw 19.05w usedTT0 1 Tf-20.22 (e

We will be processing personal data for reasons of public interest where for the purposes of equality of opportunity or treatment and equality monitoring where:

- We process personal data on Your ethnicity, socio-economic status, disability, or sexual orientation.

We will be processing personal data for the purposes of safeguarding of children and individuals at risk where:

- We process personal data relating to concerns for welfare.

We will be processing personal data on the basis of a legal obligation where:

- We process personal data for any other purposes that are required by law.

Who We may share Your data with

The University will not *sell, license,*

For non-clinical data, We will retain Your information while You are a user of the services and in line with our records retention policies. If You subscribe to our mailing list, Your personal data will be retained for 12 months from the point We cease to offer the newsletters.

To determine the appropriate retention period for personal data, We consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of Your personal data, the purposes for which We process Your personal data and whether We can achieve those purposes through other means, and the applicable legal requirements.

In some circumstances We may anonymise Your personal data (so that it can no longer be associated with You) for research or statistical purposes in which case We may use this information indefinitely without further notice to You.

How we protect Your data

Your personal information is stored securely within the University and our staff are trained about the secure handling of personal information. We may also use third party providers to deliver Our services, such as externally hosted software or cloud providers. Where we do this, We have measures and terms in place with those providers to ensure that they also protect Your data.

Keeping Your information up to date

The accuracy of Your information is important to us. You can update Your information, including Your contact details, at any time. If You need to update the details We hold about You, or believe We hold inaccurate data, You can contact autism@reading.ac.uk.

Your rights

Under data protection law You have the right to:

- x Withdraw Your consent where that is the legal basis of our processing
- x Access Your personal data that We process
- x Rectify inaccuracies in personal data that We hold about You
- x Be erased, that is Your details to be removed from systems that We use to process Your personal data

Restrict the processing in certain ways

- x Obtain a copy of Your data in a commonly used electronic form; and
- x Object to certain processing of Your personal data by Us

Please see the ICO website for further information on the above rights:

[https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-](https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights)

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We may change this privacy notice from time to time. If We make changes in the way We process Your personal data, We will update Our websites and may also inform You directly.