**Privacy Notice**

Reading Autism Families Together (The Raft Club) is committed to protecting your privacy and security. This policy explains how and why we use your personal data, to ensure you remain informed and in control of your information.

From May 2018 The Raft Club will ask its members and supporters to “opt-in” for communications regarding club news and activities. This is due to a change to the rules which govern how we can communicate with you and a new regulation on personal data (the General Data Protection Regulation) which came into force on the 25th of May 2018.

The Raft Club relies on you giving us your consent about how we can contact you. This means you have the choice as to whether you want to receive these messages and also how you want to receive them (email, phone, SMS).

You can decide not to receive communications or change how we contact you at any time. If you wish to do so please contact The Raft Club by emailing our Chair, Michele Page, at michelepage22@hotmail.co.uk or telephoning 07745 734691.

We will never sell your personal data. We may be required to provide personal data in the event of a safeguarding concern, or if legally required to do so. We will only ever share it with organisations we work with following prior consent from you.

Any questions you have in relation to this policy or how we use your personal data should be sent to michelepage22@hotmail.co.uk

**1. About us**

Your personal data (i.e. any information which identifies you, or which can be identified as relating to you personally) will be collected and used by The Raft Club. For the purposes of data protection law, The Raft Club Committee will be the data controller and the club Chairperson will be the data processor.

**2. What information we collect**

Personal data you provide

Personal data relates to a living individual who can be identified from that data. We collect data you provide to us. This includes information you give to us when registering with The Raft Club. This will include personal details (name, date of birth, email, address, telephone etc.)

Information we may generate

We may conduct analysis on the information we hold, which can in turn generate personal data. For example, by analysing feedback provided by club members we are able to inform funders of the difference the club has made to families. No individual information will be passed to funders.

Anonymised data

We may aggregate and anonymise personal data so that it can no longer be linked to any particular person. This information will be used for reporting to funders and helps us to show the difference the club makes to families.

Information from third parties

We may collect information from your SENCO or Teaching Assistant, or social media, where you have given us permission to do so, or if you post on our Facebook page.

Sensitive personal data

We do collect and store sensitive personal data about club members (such as information relating to your child’s disability/health). We do take extra care to ensure your privacy rights are protected. This information is held on a secure computer running anti-virus software and in paper form in a locked cabinet.

We process sensitive data under Article 9(a) of the GDPR: *data subject has given explicit consent to the processing of those data for one or more specified purposes.* In the event of the data subject being less than 18 years of age consent is gained via the person with parental responsibility.

Staff and Volunteers

If you are a member of staff or a volunteer (whether specifically for The Raft Club, or if you are helping us for other reasons - for example you work for another organisation which is running an event with us) then we may collect extra information about you (e.g. references, criminal records checks, details of emergency contacts, medical conditions etc.) This information will be retained for legal reasons, to protect us (including in the event of an insurance or legal claim) and for safeguarding purposes.

Website

Our website provider, Weebly.com, collects two sets of statistics on our behalf:

* Unique visitors per week
* Page views per week

No personal data is collected.

**3. How we use information**

In accordance with Article 6 of the GDPR (lawful basis of data use) we only ever use your personal data with your consent, or where it is necessary in order to:

* comply with a legal duty;
* enter into a contract;
* for our own (or a third party’s) legitimate interests (ie. in order to provide you with the services of The Raft Club), provided your rights don’t override these. For example: eligibility for club membership, safeguarding, safety, risk assessments, maintaining suitable staff to child ratios, funding and anonymised reporting.

In any event, we’ll only use your information for the purpose for which it was collected, or closely related purposes:

Marketing

We use personal data to communicate with people, to promote The Raft Club and to help with fundraising. This includes keeping you up to date with our news, events and fundraising information.

Administration

We use personal data for administrative purposes (i.e. to carry out the services of the club). This includes:

* maintaining records of our club members, staff, volunteers, supporters, committee members;
* helping us respect your preferences;
* receiving donations (e.g. event donations, one-off donations, direct debits/standing orders).

**4. Disclosing and sharing data**

We will never share your data with any third party without your permission unless legally required to do so.

**5. Marketing**

From May 2018, The Raft Club will ask its members and supporters to “opt-in” for communications. This means you’ll have the choice as to whether you want to receive any messages and be able to select how you want to receive them (email, phone, SMS).

You can decide not to receive communications or change how we contact you at any time. If you wish to do so please contact The Raft Club by emailing our Chair, Michele Page, at michelepage22@hotmail.co.uk or telephoning on 07745 734691.

What does ‘marketing’ mean?

Marketing does not just mean offering things for sale, but also includes news and information about:

* our club
* job opportunities
* committee vacancies
* fundraising and grant applications
* events (that we are attending, have been invited to, or are hosting, or which we feel will be of interest to you).

Fundraising

As a not-for-profit organisation we rely on donations and support from others to continue to offer free club sessions. From time to time we will contact members and supporters with fundraising material and communications. This might be about an appeal or to suggest ways you can raise funds (e.g. a sponsored event or activity). As with other communications, we’ll only contact you if you’ve opted into receiving communications from us (and you can, of course, change your mind at any time).

Images on our website or social media

Permission will always be obtained for images to be used.

Information for parents

We take great care to protect and respect the rights of individuals in relation to their personal data, especially in the case of children. If your child is under 18, we’ll only use his or her personal data with your consent.

**6. How we protect data**

We employ a variety of physical and technical measures to keep your data safe and to prevent unauthorised access to, or use or disclosure of, your personal information.

Electronic data is stored on a password protected computer. Paper records are stored in a locked cabinet. We control who has access to information (using both physical and electronic means). Our staff, volunteers and committee receive data protection training and we have a set of security procedures and policies which personnel are required to follow when handling personal data. All club policies are available on our website <https://theraftclub.weebly.com/policies.html>

All the data we hold is stored within the European Economic Area (EEA).

Data in transit

Sending information over the internet is generally not completely secure and we can’t guarantee the security of your data while it’s in transit. Any data you send is as your own risk. We have procedures and security features in place to keep your data secure once we receive it.

**7. Storage**

Where we store information

Your information is stored on a password protected computer with up-to-date anti-virus protection. Paper records will be kept in a locked storage system at the home of The Raft Club Chairperson to which only they have access.

We will only use and store information for so long as it is required for the purposes for which it was collected. We review what information we hold and delete what is no longer required. Please see our Retention Schedule for further details at: <https://theraftclub.weebly.com/policies.html>

**8. Keeping you in control**

We want to ensure you remain in control of your personal data. Part of this is making sure you understand your legal rights, which are as follows:

* the right to confirmation as to whether or not we have your personal data and, if we do, to obtain a copy of the personal information we hold (this is known as a Subject Access Request)
* the right to have your data erased (though this will not apply where it is necessary for us to continue to use the data for a lawful reason)
* the right to have inaccurate data rectified
* The right to withdraw your consent to the processing at any time
* The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing

**9. Complaints**

You can complain to The Raft Club directly by contacting our Chair using the details set out above. If you are not happy with our response, or you believe that your data protection or privacy rights have been infringed, you can complain to the UK Information Commissioner’s Office which regulates and enforces data protection law in the UK:

Address: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF

Tel: 0303 123 1113 Email: <https://ico.org.uk/global/contact-us/email/>

**10. Links to other sites**

Our website may contain hyperlinks to other websites. We are not responsible for the content or functionality of any of those external websites. We suggest you read the privacy policy of any website before providing any personal information.

**11. Changes to this Privacy Notice**

We’ll amend this Privacy Notice from time to time to ensure it remains up-to-date and accurately reflects how and why we use your personal data. The current version of our Privacy Notice will always be posted on our website.

This Privacy Notice was last updated on 30 April 2018.

END