

AMBITIOUS ABOUT AUTISM (AaA) PRIVACY NOTICE

About this document

This privacy notice explains how Ambitious about Autism and Ambitious about Autism Schools Trust ("**AaA**", "**we**", "**our**", "**us**") collects, uses and shares your personal data, and your rights in relation to the personal data we hold. AaA, (a charitable company limited by guarantee registered in England with registered number 03375255 and having its registered office at The Pears National Centre for Autism Education Woodside Avenue, London N10 3JA, and which is registered with the UK Information Commissioner's Office with registration number Z5753824) is the data controller of your personal data and is subject to the Data Protection Act 1998 ("**DPA**") (and, from 25 May 2018, the General Data Protection Regulation (**the "GDPR"**)). This means that we are responsible for deciding what personal information we hold about you and how we use it. We are required under data protection legislation to notify you of the information contained in this privacy notice. We may update this privacy notice at any time. The Ambitious about Autism Schools Trust (AaAST) is a multi-academy trust that runs and supports the development of new special schools to enable children and young people with autism to learn, thrive and achieve. It was previously known as the Autism Schools Trust.

The AaAST is an exempt charity and company limited by guarantee.

How we collect your information

We may collect your personal data in a number of ways, for example:

- If you participate in event or community fundraising for us – as a sponsor or participant - we will collect the information we need to support and inform you of the success and outcomes of your work with us.
- If you decide to support us with a regular or one-off gift we will collect the information we need to thank you and accurately capture your financial support on our fundraising database.
- If you attend one of our fundraising events we will collect the details we need to record your attendance and any financial or gift in kind support so we may thank you and provide an opportunity to inform you of suitable future events.
- If you sign up through our website or in response to any future media campaigns that give you the opportunity to engage with us.

- Information that you may volunteer to us in the course of the ongoing dialogue with AaA that you indicate you are happy for us to hold on you to optimise our communication and offering to you.
- In other ways that are relevant to your interaction with AaA during your period of support for us and as relevant to the various purposes set out below.

The types of information we collect

We may collect the following types of personal data about you:

Contact and communications information, including:

- Your contact details (including email address(es), telephone number(s) and postal address(es)).
- Contact details (when strictly necessary and freely given) for your sponsors/sponsees if participating in community or event fundraising.
- Records of communications and interactions we have had with you.

Biographical and social information:

- Your name, title, and gender.
- Your image or likeness, only when relevant and with your permission such as to publicly celebrate a fundraising achievement.
- Your interests, with your permission and where relevant, to allow us to offer you further interaction with AaA activities and fundraising.

Financial information, including:

- If you support us with a regular gift by Direct Debit your bank account number(s), name(s) and sort codes(s) (required so we can process your gift with BACS)
- Gift Aid declaration information where relevant, allowing us to reclaim tax on your donations to us.

How we use your information

The purposes for which we may use your personal data that we collect in connection with your fundraising support for us include:

- To keep you informed of progress and development in the work of AaA and to be advised of this in a tailored way beyond our usual media outreach.
- Offering you opportunities to participate in event fundraising for AaA including such possibilities as marathon running, parachute jumps and other unique events that may become possible for you to be involved in.
- Informing you of special projects and other general fundraising that we are running and offering you the opportunity to provide your support.

The basis for processing your information

To process personal data, organisations need a legal basis. AaA relies on your consent as the legal basis to process your data when the activity is based around fundraising. AaA relies on legitimate interest as the legal basis when the activity is based around Autism Exchange, Training and Consultancy, Corporate Fundraising, and Major Gifts Fundraising. As such we have policies and mechanisms in place for you to give and withdraw consent. These are available on our website, are included as a link in our email communication, and can be posted to you if you contact us (details below).

The information we collect about you is processed using the industry standard fundraising database known as The Raiser's Edge. This information will also be stored on the accountancy software our accounts department uses that is known as PSF. These systems are compliant with current security standards and whilst these organisations will maintain back-ups of information they will not access this data.

Sharing your information with others

If you apply for a specific role through our Autism Exchange programme, we will share your details with selected third parties for the purpose of progressing your application and considering your suitability for that role.

For all other purposes referred to in this privacy notice and relying on the basis of processing as set out above, we do not share your personal data with third parties.

How long your information is kept

When we have an ongoing relationship with you as a supporter of our work we will keep information about you on our database to optimise our communications with you following the standards set out in this document. As and when you decide that you no longer wish to maintain the relationship with AaA we will respect your wishes and minimise the data we hold on you. The GDPR does allow us the opportunity to

anonymise and pseudonymise supporter information which is useful to use for our planning. In this instance the process is irreversible and your aggregated data will not be traceable back to you.

Your rights

Under the Data Protection Acts you have the following rights:

- To obtain access to, and copies of, the personal data that we hold about you.
- To require that we cease processing your personal data if the processing is causing you damage or distress.
- To require us not to send you marketing communications
- To require us to correct the personal data we hold about you if it is incorrect.
- To require us to erase your personal data.
- To require us to restrict our data processing activities (and, where our processing is based on your consent, you may withdraw that consent, without affecting the lawfulness of our processing based on consent before its withdrawal).
- To receive from us the personal data we hold about you which you have transmitted to us, in a portable format specified by you, including for the purpose of you transmitting that personal data to another data controller/organisation.
- To object, on grounds relating to your particular situation, to any of our particular processing activities where you feel this has a disproportionate impact on your rights. You have a right to lodge a complaint with the Information Commissioner.
- If you have given your consent and you wish to withdraw it, please contact us using the contact details set out below.

Contact and complaints

If you have any queries about this privacy notice or how we process your personal data, or if you wish to exercise any of your rights under applicable law, you may contact us:

- By email: dataprotection@ambitiousaboutautism.org.uk
- By telephone: 020 8815 5444
- Or by post: The Pears National Centre for Autism Education
Woodside Avenue

London
N10 3JA

If you are not satisfied with how we are processing your personal data, you can make a complaint to the Information Commissioner.

You can find out more about your rights under applicable data protection legislation from the Information Commissioner's Office website available at www.ico.org.uk

About this version of the privacy statement

This privacy notice was drafted in spring 2018, approved in May 2018, and updated in August 2019. It is due to be reviewed in September 2019.