



## PRIVACY NOTICE – CLIENTS AND FAMILIES

### WHO WE ARE AND WHAT WE DO?

Autonomie a registered charity in Northern Ireland (Charity Registration No. NIC 100421).

We empower young people with additional needs to develop the skills to live independently and achieve their potential. We also provide advice and support to families and carers.

### WHAT IS THIS NOTICE?

Autonomie is committed to keeping your information secure and private. We have specific measures in place to keep your data safe. This guide provides information on our Data Protection. We encourage you to read this notice and contact us with any queries. Our contact details are at the end of the notice.

To provide our Services, we may need to process **Personal Data** from time to time (that is information about someone who can be identified from the data). This Personal Data may be about you or other people. This notice explains how we will use the Personal Data we hold.

We might need to change this privacy notice from time to time. If we do, we let you know. So please do keep an eye on our notice before giving us any Personal Data.

### WHAT TYPE OF INFORMATION DO WE HOLD?

To provide our service, we collect and store information. This covers several areas including:

DATA SUBJECTS	WHAT TYPE OF INFORMATION DO WE HOLD?	HOW DO WE COLLECT THIS INFORMATION?
Clients and families	Contact details / age and relevant medical details (for young people) / Individual Development Plans / Health & Safety Records	Programme Registration Forms / Reports on Activities / Health & Safety Records

In some circumstances, for monitoring purposes, we may need you to provide us with information relating to Special Categories of Personal Data We will always ask for your consent and the information will be autonomised. Special Categories of Personal Data includes Gender, Age, Disability, Community Background, Religion or Belief, Ethnic Background and Sexual Orientation.

## **WE ARE A DATA CONTROLLER**

This means that we make decisions about what data to collect and how to use it.

## **HOW DO WE USE PERSONAL INFORMATION?**

<b>DATA SUBJECTS*</b>	<b>PURPOSE</b>
Clients and families	To provide safe and developmental programmes and keep in regular contact.

\*A Data Subject means an individual who can be identified from the Personal Data.

**In addition to the above we are also required to provide relevant information to fulfil funder requirements.**

## **WHAT LEGAL BASIS DO WE HAVE FOR PROCESSING YOUR PERSONAL DATA?**

We will seek your consent for processing your personal data.

You may withdraw your consent at any time.

## **FOR HOW LONG DO WE STORE PERSONAL DATA?**

We will only keep personal data for in line with legislative and funder requirements.

If you have any queries in relation to a retention period for a specific piece of personal information, please contact our office for advice (contact details are at the end of the notice)

## WHAT RIGHTS DOES A DATA SUBJECT HAVE ABOUT THE PERSONAL DATA WE COLLECT AND HOLD?

Data Subjects have the following rights in respect of Personal Data relating to them.

- (a) **Right to be informed:** the right to be informed about what Personal Data the Controller collects and stores about you and how it's used.
- (b) **Right of access:** the right to request a copy of the Personal Data held, as well as confirmation of:
  - (i) the purposes of the processing;
  - (ii) the categories of personal data concerned;
  - (iii) the recipients to whom the personal data has/will be disclosed;
  - (iv) for how long it will be stored; and
  - (v) if data wasn't collected directly from the Data Subject, information about the source.
- (c) **Right of rectification:** the right to require the Controller to correct any Personal Data held about the Data Subject which is inaccurate or incomplete.
- (d) **Right to be forgotten:** in certain circumstances, the right to have the Personal Data held about the Data Subject erased from the Controller's records.
- (e) **Right to restriction of processing:** the right to request the Controller to restrict the processing carried out in respect of Personal Data relating to the Data Subject. You might want to do this, for instance, if you think the data held by the Controller is inaccurate and you would like to restrict processing the data has been reviewed and updated if necessary.
- (f) **Right of portability:** the right to have the Personal Data held by the Controller about the Data Subject transferred to another organisation, to the extent it was provided in a structured, commonly used and machine-readable format.
- (g) **Right to object to direct marketing:** the right to object where processing is carried out for direct marketing purposes (including profiling in connection with that purpose).
- (h) **Right to object to automated processing:** the right not to be subject to a decision based solely on automated processing (including profiling) which produces legal effects (or other similar significant effects) on the Data Subject.

If you want to avail of any of these rights, you should contact us immediately at [hello@autonomie.org.uk](mailto:hello@autonomie.org.uk) or our address below.

If you do contact us with a request, we will need evidence that you are who you say you are to ensure compliance with Data Protection Legislation.

At any time, you can request a copy of the information we hold on you. If you believe this information is incorrect you can request to have it corrected.

If you wish to raise a complaint on how we have handled your personal information, you can contact us at [hello@autonomie.org.uk](mailto:hello@autonomie.org.uk) or at the address below and we will investigate the matter.

If you wish to make a complaint about how we have handled Personal Data about you, you may lodge a complaint with the Information Commissioner's Office by following this link: <https://ico.org.uk/concerns/>.



**Contact Details:**

**Autonomie**

**4 Sandhurst Road**

**Belfast**

**BT7 1PW**

**028 95918051**

**[hello@autonomie.org.uk](mailto:hello@autonomie.org.uk)**

V2 2.6.18