

# 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](mailto: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).

Vehicle registration, driving licence numbers, CCTV images (if visiting one of Our sites).

Educational records, including but not limited to, records held by the University and other education providers.

Nationality/Domicile.

Dietary requirements.

**We may also hold some personal data that is sensitive (or ‘Special Category’).**

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

Sexual orientation.

Ethnicity.

Information relating to mental or physical health.

**Information that We collect indirectly about You**

We may receive personal data about You if You are referred to Us from other services. This can include the NHS, local authorities, children’s services, Schools, the voluntary sector, and other University services, including Our Anxiety & Depression in Young People and Speech and Language Therapy clinics.

**The purposes We use Your personal data for**

The Wellbeing Hub offers a range of services to autistic children and young people their families and practitioners who support them to enhance wellbeing. Such services include:

- parenting workshops.
- anxiety workshops for parents and teachers.
- individual work with young people.
- talks and training for schools and other organisations.
- online talks open to all individuals.

**Cookies**

If You use Our websites, We may place cookies on Your device. Cookies are text files placed on Your computer to help Us analyse how users use Our website. A cookie is a small data file able to track the online movements of an individual, such as what pages You visited.

For further information on cookies visit [www.allaboutcookies.org](http://www.allaboutcookies.org) or [www.aboutcookies.org](http://www.aboutcookies.org).

If You prefer not to receive cookies while browsing Our website, You can set Your browser to refuse cookies that are stored on Your computer; the above websites tell You how to do this.

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 understand who the talks are reaching).
- Communicate about the services provided or research the child or family participated in.
- Provide information about other support tools and services.
- Undertake research to improve understanding of wellbeing and what might help.
- Send our monthly newsletter.

## **Legal basis for processing Your personal data**

Processing of Your personal data is required so We can perform Our tasks as a public authority, or to support the functions of other authorities that have a public task defined within law or statute.

We will be processing personal data on the basis of the performance of Our public tasks under the University Charter where:

- You provide personal information in order for Us to contact You or provide You with support tools and other information.
- To provide talks, training and consultation.
- To undertake research and for statistical analysis.

We will be processing personal data on the basis of a health or social care provision where:

- We process personal data relating to mental/physical health information, care records, or any other data in order for Us to provide clinical and related support services.

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, or trade* Your personal information without Your consent.

Where You are referred to Us from third parties such as the NHS (National Health Service), GPs (General Practitioners), it is routine practice to share Your personal information with the referring party.

We will share your personal information with others if We are required to do so by law for safeguarding responsibilities in accordance with national guidance (e.g. Working Together to Safeguard Children).

Unless an exemption is permitted by law, We will inform You about with who and why We are sharing Your data.

## Retention of your data

We will retain Your data for as long as is necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting or reporting requirements.

For clinical data this will be a maximum of:

- 20 years or 10 years after a patient has died (Adults)
- A person reaching their 25th birthday or their 26th birthday if they were aged 17 at the conclusion of their treatment

The above retention timeframes for clinical data are required in order to meet the standard set by NHS England's Records Management Code of Practice.

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](mailto:autism@reading.ac.uk).

## **Your rights**

Under data protection law You have the right to:

- Withdraw Your consent where that is the legal basis of our processing
- Access Your personal data that We process
- Rectify inaccuracies in personal data that We hold about You
- 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
- Obtain a copy of Your data in a commonly used electronic form; and
- 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-rights/>

If You would like to exercise Your rights or have any concerns regarding how We have handled Your personal data, please contact our Data Protection Office at [imps@reading.ac.uk](mailto:imps@reading.ac.uk).

Some rights are dependent on the lawful basis for processing your information. If We have legitimate grounds to not carry out Your wishes, these will be explained to You in response to Your request.

If You have a complaint, We encourage You to contact Us in the first instance. You also have the right to complain to the Information Commissioner's Office. You can do this at <https://ico.org.uk/make-a-complaint/>.

## Questions about this notice

If there is anything in this notice that You are unclear about, or if You have any concerns, our Data Protection Officer can be contacted via the details provided below.

By mail: Information Management and Policy Services, Whiteknights House, Shinfield Road, Whiteknights, READING, RG6 6UR, UK.

By email: [imps@reading.ac.uk](mailto:imps@reading.ac.uk)

By phone: 0118 378 8981

Complaints can be referred to the Information Commissioners Office, the independent body who oversee Data Protection compliance in the UK.

Web: <https://ico.org.uk/>

## Changes to this notice

We keep Our privacy notice under regular review to ensure best practice and compliance with the law. This privacy notice was last updated on 15/03/2024.

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.