



SIGNAL Family Support Ltd – Privacy Notice, May 2018

1. Who we are.

SIGNAL Family Support [SFS] is a charitable company limited by guarantee. We are a mutual support group for families in Lewisham with children aged 0-25 on the autism spectrum. The group is made up of members who apply to join and pay an annual membership fee.

2. How we collect information about you.

SFS collects information directly from its members via the Membership Form (paper or electronic) when they apply to join the group.

3. Information we collect and why we use it

SFS collects the following information about its members:

- Lead member's name, postal address, email and phone number(s). This is so that we can confirm your eligibility to join the group and contact you about our events and activities.
- Children's names, dates of birth, gender, ASD diagnosis (if any). This is so we can confirm your eligibility to join the group and to ensure, for example, that we buy the correct tickets for events, allocate children to appropriate activities and ensure we are catering for our membership properly.
- Details of school or other setting (optional). This is to help us provide relevant information to our families, eg about education out of school, or for college students etc.
- Name of Lead Member's partner and/or other parent of their children (optional). This is so that other parents/carers within the family can receive our information directly and are accounted for at our events and activities
- Family ethnicity (optional). This is used to provide anonymised aggregate data to our funders and grant-givers and helps us to assess whether we are reaching all parts of the community.

4. Legal basis for using your information

Our legal basis for collecting and using your information is your direct consent.

5. Sharing your information

- We do not share individual information with anyone outside of SFS. Within SFS we only share information with the explicit consent of those involved. However, we may need to share your personal information with anyone outside of SFS in order to comply with a legal or regulatory



obligation, where such disclosure is required by a regulatory or supervisory authority, the police or a court of competent jurisdiction.

- We occasionally provide anonymised aggregate data to our funders and grant-givers as part of the application or reporting requirements. No individual personal data is disclosed without explicit consent.

6. Keeping your information safe

SFS members' details are stored as follows:

- On a secure online database. The database is accessed by password. The only people who have access are the Manager, the Activities Co-ordinator and the Fundraiser.
- On paper (membership forms submitted by members). Forms are kept in a locked cabinet. The Manager holds the key.

7. Retaining your information

- SFS retains its members' data as long as is reasonable and necessary. In practice this means for as long as the family are current members and for up to a year after their last renewal date. After this, paper forms are shredded and electronic data anonymised.

8. Your rights

- Members have the right to see the data SFS holds about them at any time and to correct it if necessary. Requests can be made via email or letter and the data will be provided free of charge.
- SFS asks all members to renew their membership once a year and to confirm that the data we hold about them is accurate.
- SFS members can ask for their details to be removed at any time. This means, however, that we will not be able to contact them and so their membership would effectively end.