



CENTRE FOR AUTISM
MIDDLETOWN

Website Privacy Policy

1. Introduction

Middletown Centre for Autism's mission is. "to enhance the lives of children and young people with autism, and their families, through the delivery of specialist educational services"

We want to use the best possible technology to provide easy access to and information on our services and protect your privacy and security online. We use our website to provide access to our training courses, to provide you with information on all of our services and to enable you to access and download resources and publications which we provide.

Our Privacy Policy outlines how we obtain information from you and what we do with it. You can be assured that it will only be used in accordance with this privacy statement.

Middletown Centre for Autism may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from 25th May 2018.

2. Information we collect

To provide our services and show you relevant content we need to know a little about you and your interests. Here we outline what information Middletown Centre for Autism collects, and how we collect it.

When you sign in or create a profile or register for any of our courses via our website an account is created for you; all of your activities on the website are then tied to this account. Below we have detailed the information we may collect about you, depending on your activities on the platform, and how we obtain this information.

- Personal Details- This includes your email address name, physical address, telephone number contact preferences (User must provide an email address to book our courses and use our website)
- Demographic information
- Autism Professionals can enter Job details to support their application (Not Mandatory)
- Parents (Parent Grandparent Sibling) can enter Children Details contact information (Not Mandatory)
- Your agreement to participate in our Research Panel activities (you have to check the box to opt-in)
- Newsletter participation (You have to check the box to opt-in)
- Cookie recording- We currently use Google Analytics to determine user behavioural patterns and sessions

3. The basis on which we process your information

We process your information on the following grounds;

- **Public task:** the processing is necessary for Middletown Centre for Autism to perform a task in the public interest and for official functions, and the task or function has a clear basis in law.
- **Legitimate interests:** the processing is necessary for Middletown Centre for Autism's legitimate interests.

We use this information to understand your needs, enable you to register for training and provide you with a better service; this information could be important to determine eligibility on to our courses.

4. Why this information is collected?

Purposes	impact
To provide a service to all delegates who attend our courses	This will include course registration, reminders, course notes, notification of course changes, course certificate of attendance.
To get feedback on our courses	We ask delegates to fill in information on the delegate experience of the training course. This is for our research team who run anonymous reports, so that Middletown Centre for Autism can provide a better service in the future. Currently each delegate must complete this to receive course notes and certificates
Middletown Contact Form	This is an additional feature in which users can use to contact a member of staff at Middletown; this email is sent to internal staff so an answer to your query can be provided.
To produce attendance figures and geographic information on our services	The Centre is required to produce information on the services we provide to the Department of Education (NI) and the Department of Education and Skills Ireland. This is all anonymised data, and none of your personal data is transferred.
To understand our user profiles	We use Google Analytics and reports to understand how our users navigate and use our website and online resources. We produce anonymised reports to help us manage and develop our website.
We use a Virtual Learning Environment (VLE) application to provide access to our online learning courses.	An additional login is required for the VLE; we use the information for the following purposes, course registration, reminders, course notes, notification of course changes, course certificate of attendance.
Information for our Research Panel	Joining the research panel is voluntary. During registration you have to opt in; in 'my profile' users may choose to opt out of the research panel; the research panel is used to design and develop research surveys; in addition to this there is an email every year sent to the panellist.

Parent/Professional extra information; this is voluntary which users may choose not to complete.	We collect this additional information to support delegates application and to ensure that the training is suitable for the delegate and can be tailored to their needs.
To provide a quarterly newsletter	Users have to opt-in to our newsletter; this will be used to send information on our courses or any significant events occurring within the organisation;

6. Security

We are committed to ensuring that your information is secure. Scaffold Digital are currently hosting our website on a secure server with a valid SSL certificate. In addition to this reports and information are generally produced without personal details attached.

7. How we use cookies?

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added, and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We use traffic log cookies to identify which pages are being used. This helps us analyse data about webpage traffic and improve our website in order to tailor it to user's needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies help us provide you with a better website by enabling us to monitor which pages you find useful and which you do not. A cookie does not give us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

8. Links to other websites

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

9. Controlling Your Personal Data

You may choose to restrict the collection or use of your personal information in the following ways:

By opting out of the research panel and / or opting out of the mailing list for the Newsletter.

if you have previously agreed to us using your personal information then you can opt out of the research panel or the newsletter at any given time in the 'my profile' section of the website.

We will not sell, distribute or lease your personal information to third parties.

You may request details of personal information which we hold about you under the General Data Protection Regulation (GDPR) This is free, and we will comply within one month.

You may request to be forgotten in our organisation under GDPR; please allow up to one calendar month for this to be properly enforced. You can request this via email or by writing to the address below.

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible at the address below. We will promptly correct any information found to be incorrect.

Requests can be made via email admin@middletownautism.com or

35 Church Street

Middletown

Co.Armagh

BT60 4HZ