Privacy Policy

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| Version | 2018 |
| Name of responsible (ratifying) Trustees | The Trustees of AWARE – Airedale & Wharfedale Autism Resource |
| Date ratified |  |
| Document Manager (job title) | Project Manager |
| Date issued | May 2018 |
| Review date | April 2019  |

At AWARE, we’re committed to protecting and respecting your privacy.

This Policy explains when and why we collect personal information about people who visit our website, how we use it and how we keep it secure.

We may change this Policy from time to time so please check this page occasionally to ensure that you’re happy with any changes. By using our website, you’re agreeing to be bound by this Policy.

Any questions regarding this Policy and our privacy practices should be sent by email to [info@aware-uk.org](file:///C%3A%5CUsers%5Crache%5CDesktop%5Cinfo%40aware-uk.org%C2%A0)or by writing to AWARE, 2 Royd House Way, Long Lee, Keighley, West Yorkshire, BD21 4TY. Alternatively, you can telephone 01274 010125.

Who are we?

AWARE is a parent-run group supporting families with children and young adults on the autistic spectrum (formal diagnosis not required). AWARE is a registered charity (no. 1172753). The registered address is 2 Royd House Way, Long Lee, Keighley, West Yorkshire, BD21 4TY.

How do we collect information from you?

We obtain information about you when you use our website to join by completing a membership form.

What type of information is collected from you?

The personal information we collect might include your name, address, email address and the name and date of birth of your child. If you make a payment online your card information is not held by us, it is collected by our third party payment processors, who specialise in the secure online capture and processing of credit/debit card transactions.

How is your information used?

We may use your information to:

* process your membership;
* to carry out our obligations arising from any contracts entered into by you and us;
* seek your views or comments on the services we provide;
* notify you of changes to our services;
* send you communications which you have requested and that may be of interest to you. These may include your monthly Newsletter.
* process a job application.

We review our retention periods for personal information on a regular basis. We are legally required to hold some types of information to fulfil our statutory obligations (for example the collection of Gift Aid). We will hold your personal information on our systems for as long as is necessary for the relevant activity, or as long as is set out in any relevant contract you hold with us.

Who has access to your information?

We will not sell or rent your information to third parties.

We will not share your information with third parties for marketing purposes.

When you are using our secure online payment pages, your payment is processed by a third party payment processor, who specialises in the secure online capture and processing of credit/debit card transactions. If you have any questions regarding secure transactions, please contact us.

Your choices

You have a choice about whether or not you wish to receive information from us. If you do not want to receive any information from us then you can select your choices by ticking the relevant boxes situated on the form on which we collect your information.

We will not contact you by email, phone, mail or text message unless you have given your prior consent. You can change your contact preferences at any time by contacting us by email [info@aware-uk.org](file:///C%3A%5CUsers%5Crache%5CDesktop%5Cinfo%40aware-uk.org%C2%A0)or telephone on 01274 010125.

How you can access and update your information

The accuracy of your information is important to us. If you change email address, or any of the other information we hold is inaccurate or out of date, please email us at: [info@aware-uk.org](file:///C%3A%5CUsers%5Crache%5CDesktop%5Cinfo%40aware-uk.org), or write to us at: 2 Royd House Way, Long Lee, Keighley, BD21 4 TY. Alternatively, you can telephone 01274 010125.

You have the right to ask for a copy of the information AWARE hold about you.

Security precautions in place to protect the loss, misuse or alteration of your information

When you give us personal information, we take steps to ensure that it’s treated securely. When you are on a secure page, a lock icon will appear on the bottom of web browsers such as Microsoft Internet Explorer.

Non-sensitive details (your email address etc.) are transmitted normally over the Internet, and this can never be guaranteed to be 100% secure. As a result, while we strive to protect your personal information, we cannot guarantee the security of any information you transmit to us, and you do so at your own risk. Once we receive your information, we make our best effort to ensure its security on our systems. Where we have given (or where you have chosen) a password which enables you to access certain parts of our websites, you are responsible for keeping this password confidential. We ask you not to share your password with anyone.

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Use of 'cookies'

Like many other websites, the AWARE website uses cookies. 'Cookies' are small pieces of information sent by an organisation to your computer and stored on your hard drive to allow that website to recognise you when you visit. They collect statistical data about your browsing actions and patterns and do not identify you as an individual.

The only cookies that are used on our website are only used when a member logs into the site, this information is only used whilst you are logged in and will only be store by us until you click 'log out'.

Links to other websites

Our website may contain links to other websites run by other organisations. This privacy policy applies only to our website‚ so we encourage you to read the privacy statements on the other websites you visit. We cannot be responsible for the privacy policies and practices of other sites even if you access them using links from our website.

In addition, if you linked to our website from a third party site, we cannot be responsible for the privacy policies and practices of the owners and operators of that third party site and recommend that you check the policy of that third party site.

16 or Under

We are concerned to protect the privacy of children aged 16 or under. If you are aged 16 or under‚ please get your parent/guardian's permission beforehand whenever you provide us with personal information.

Review of this Policy

This policy is reviewed regularly. This policy was updated in May 2018.