

General Data Protection Regulation (GDPR) Policy

1. Introduction

At Acorn Autism Specialists, we are committed to ensuring the privacy and protection of all personal data we collect, store, and process. As a UK-based provider of private autism assessments, we are required to comply with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, which governs the handling of personal data. This policy outlines how we handle personal data, the rights of our clients, and our responsibilities as data controllers and processors.

2. Purpose of this Policy

This policy explains our approach to data protection and outlines how we meet the requirements of GDPR. It aims to provide transparency in our data practices and to ensure that all personal data is handled securely, fairly, and lawfully.

3. Data Controller and Contact Information

Acorn Autism Specialists is the data controller responsible for processing personal data. If you have any questions or concerns regarding the processing of personal data, or if you wish to exercise your rights under GDPR, please contact us at:

Acorn Autism Specialists Ltd

Contact Person: Dr. Sarah Clayton, Clinical Psychologist

Email: info@acorn-autism.co.uk

Phone: 01376 402284

Address: Suite A, Bridgefoot Studios, Maldon Road, Kelvedon, Essex, CO5 9RB

4. Types of Data We Collect

We may collect the following types of personal data in relation to clients and employees, including but not limited to:

- **Client Data:** Name, address, date of birth, contact details (email, phone number), health information, medical history, professional assessments, and any other relevant data necessary for providing our services.



- **Employee Data:** Name, address, contact information, employment history, financial details, and any other personal information necessary for employment purposes.
- **Third-Party Data:** We may also collect data from third parties (e.g., healthcare providers, family members) with the client's consent.

5. Lawful Basis for Processing Personal Data

We will only collect, process, and store personal data where we have a lawful basis for doing so under GDPR. The lawful bases we rely on include:

- **Consent:** We obtain explicit consent from clients to collect and process their personal data for the purpose of providing autism assessments and related services.
- **Contractual Necessity:** We process personal data as needed to fulfil contractual obligations with clients, such as providing services or entering into agreements.
- **Legal Obligation:** We may process personal data to comply with legal and regulatory requirements, such as reporting to regulatory authorities or complying with healthcare guidelines.
- **Legitimate Interests:** We may process personal data where it is necessary for our legitimate business interests, such as improving our services or conducting client surveys, provided these interests are not overridden by the rights and freedoms of individuals.

6. How We Use Personal Data

We use personal data for the following purposes:

- To conduct and provide private autism assessments and related services.
- To communicate with clients, staff, and other relevant parties regarding assessments, appointments, and follow-up appointments.
- To manage and maintain records for administrative, financial, and legal purposes.
- To comply with regulatory and legal requirements related to healthcare and data protection.
- To process payments and manage billing information.
- To monitor and improve the quality of our services.

7. Data Retention

We will retain personal data for no longer than is necessary to fulfil the purposes for which it was collected. Our retention periods are as follows:

- **Client Data:** Personal data related to client assessments will be retained for a minimum of 8 years for adults, and up to their 25th birthday for children and young people, in accordance with healthcare regulations and best practice.

- **Employee Data:** Employment records will be kept for 5 years following the end of employment or as required by employment law.

At the end of the retention period, we will securely delete or anonymise personal data to prevent unauthorised access.

8. Data Security

We take appropriate technical and organisational measures to ensure the security of personal data. This includes:

- Using encryption and secure systems to store and transmit personal data.
- Ensuring that only authorised personnel have access to personal data.
- Implementing security protocols, including regular updates and vulnerability assessments, to protect against data breaches.

9. Sharing Personal Data

We do not share personal data with third parties unless one or more of the following apply:

- We have obtained explicit consent from the individual.
- Sharing the data is necessary for the performance of a contract (e.g., with healthcare providers for assessments).
- We are required to comply with legal obligations or regulatory requirements.
- The data is shared with trusted third-party providers (e.g., Google cloud services, WriteUpp, or payment processors, such as SumUp and Payl8r) under strict data protection agreements, ensuring that they comply with GDPR.

10. International Data Transfers

We will not transfer personal data outside the UK or the European Economic Area (EEA) unless necessary for the provision of services and subject to adequate safeguards. If we transfer personal data outside the UK/EEA, we will ensure that the transfer complies with the requirements of GDPR.

11. Data Subject Rights

Under GDPR, individuals have the following rights in relation to their personal data:

- **Right to Access:** You have the right to request a copy of the personal data we hold about you.
- **Right to Rectification:** You have the right to request correction of inaccurate or incomplete personal data.

- **Right to Erasure:** You can request the deletion of your personal data in certain circumstances, such as when the data is no longer necessary for the purposes for which it was collected.
- **Right to Restriction of Processing:** You can request a restriction on the processing of your personal data under certain conditions.
- **Right to Data Portability:** You have the right to request the transfer of your personal data to another service provider in a structured, commonly used format.
- **Right to Object:** You can object to the processing of your personal data in certain circumstances.
- **Right to Withdraw Consent:** If we process your data based on consent, you can withdraw that consent at any time, which will not affect the lawfulness of processing before the withdrawal.

To exercise any of these rights, please contact us using the contact information provided in Section 3.

12. Data Breach Notification

In the event of a data breach, we will notify the Information Commissioner's Office (ICO) and affected individuals within 72 hours of becoming aware of the breach, where required by law.

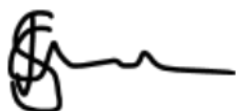
13. Changes to this Policy

We may update this policy from time to time. Any changes will be communicated to clients and staff, and the updated policy will be available on our website or provided upon request.

14. Conclusion

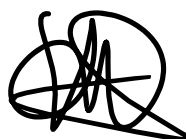
At Acorn Autism Specialists, we are committed to protecting the privacy and security of personal data. We will continue to review and improve our data protection practices to ensure compliance with GDPR and to maintain the trust of our clients and employees.

Signed:



Dr. Sarah Clayton

BSc. MSc. DClinPsych. DipCAT. CPsychol



Mrs. Katherine Wright

BA. Hons. MSc. MRCSLT

Chartered Clinical Psychologist

HCPC: PYL26149

*Highly Specialist Speech and
Language Therapist*

HCPC: SL30142

Date: 09/01/2024