

# National Autism Trainer Programme

Delivered in partnership by



Commissioned by



## Privacy notice: National Autism Trainer Programme (NATP)

This privacy notice explains how Anna Freud ('we,' 'our,' 'us') collects, uses, and shares personal data of people who apply to attend the National Autism Trainer Programme (NATP) trainings and events ('event') organised or provided by Anna Freud. Your personal data ('you,' 'your') will be processed as set out in this notice.

If you have any questions about this notice, or the use of your personal data you can contact our Training, Conferences and Events team ([training@annafreud.org](mailto:training@annafreud.org)) or the Data Protection Officer ([DPO@annafreud.org](mailto:DPO@annafreud.org)).

Anna Freud is a Data Controller in terms of Article 4 of the General Data Protection Regulation (EU) 2016/679. We collect and process information about your application and or enquiries (your personal data) in electronic form, during the application process.

### The personal data we process

We collect information about you using the online application form, including your name, address, contact details, professional qualifications, and employment history. This detail is set out in the table below.

## How we use your personal data and the lawful bases

We collect and use your data in the ways set out below. We collect the application data relying upon Contract or Legitimate Interest as our lawful bases (Article 6 (1)(b and f) of the GDPR). Where you agree to it, we may use your contact details for marketing purposes and we do so relying upon your consent (Article 6 (1)(a)). We also request special category data to monitor equality and diversity. Providing this data is optional, and we only process this data with your consent (Article 9(2a) of the GDPR).

This detail is set out in the table below:

Website and email enquiries				
What information will we collect about you?	How will we collect information about you?	Why are we processing information about you?	How long will we keep this information for?	What is our lawful basis for processing information about you?
Name, contact details, nature of enquiry	Submitted by email or over the phone	In order to respond to your enquiry	Until the enquiry is closed	Legitimate interest
Waiting Lists				
What information will we collect about you?	How will we collect information about you?	Why are we processing information about you?	How long will we keep this information for?	What is our lawful basis for processing information about you?
Email address only	Email address submitted via MS Forms	In order to contact you about availability on sold out courses/trainings	Until we have offered you a place on the event, until the next instalment of the event has passed, or until you tell us you want to be removed from the list, whichever is first.	Legitimate interest

NATP training registrants				
What information will we collect about you?	How will we collect information about you?	Why are we processing information about you?	How long will we keep this information for?	What is our lawful basis for processing information about you?
Name, event attended and event date (required)	Provided by you through the online booking form	To confirm attainment at an event. We use the data (anonymised) to report on event activity and plan future event activity at Anna Freud. If you attend an event, your name will be used to generate a certificate upon completion. Your name will also be visible to other attendees of the event.	Indefinitely, we retain a list of all attendees. If you have signed up to an online event, your email address will be kept on file for the duration of the online platform license, unless you request to cancel your license before it is due to expire.	Legitimate interest
Email address (required)	Provided by you through the online booking form	To contact you about your booking. If you have signed up to an online event, your email address will also be used (alongside your full name) to generate an online learning platform license and log-in for you.  We will also use your email address to contact you about attending NATP Community of	If you opt out of mailings, we will keep this information for six years. If you opt into mailings, we will keep this information until you withdraw consent to be contacted. If you have signed up to an online event, your email address will be kept on file for the duration of the online platform license, unless you request to cancel your license before it is due to expire.	Contract

		Practice events monthly, once you have completed the NATP training. This is an excellent opportunity for you to meet other NHS trainers who have completed the training, and link in and discuss how best to deliver the training in your service.		
Contact telephone number (required)	Provided by you through the online booking form	To contact you about your booking. This will not be shared or used for any other purpose than emergency notifications about the event.	We will keep this information for six years.	Legitimate interest
Country you are based in (required)	Provided by you through the online booking form	To help us understand our reach.	We will keep this information for six years.	Contract
Organisation, region, job title, groups worked with, sector (where applicable)	Provided by you through the online booking form	To check your eligibility for the event, where applicable, and to help us understand, monitor and report on our reach. It will also be shared with the tutor of the event for their information. If you opt in to mailings, it will also be used to tailor information on	We will keep this information for six years.	Contract

		events that may be relevant to you.		
Special requirements (optional)	Provided by you through the online booking form	To help us accommodate for any special requirements, such as dietary or access related, you may have.	We will keep this information for six years.	Consent
Your consent to receive marketing emails (optional)	Provided by you through the online booking form	To confirm you want to receive emails about events	We will keep this information until you withdraw consent to be contacted	Your consent to receive marketing communications
Your age, ethnicity, gender, sexual orientation, and disability information, religion or belief, socio-economic, and care experience and responsibilities (optional)	Provided by you if you choose to complete the survey in our pre-course email, or when you complete a booking online via our website	So that we can monitor the diversity of our audience and take action to improve our reach.	If you are completing a booking online via our website, we will keep this information alongside your personal record. If you complete a survey, this information is kept separate to your personal record. In both instances, the information will only be used in aggregate form and will be held for two years.	Consent

Organisations we share data with				
Organisation	What information about you will we share?	How will we collect information about you?	Why are we sharing this information about you?	What is our lawful basis for processing this information about you?
<a href="#">AT-Autism</a>	All registration data provided by you at the point of booking, as well as your feedback and progress data.	Provided by you through your registration	AT-Autism are joint controllers of the attendee data because they will support Anna Freud in evaluating and measuring the impact of the training.	Contract
<a href="#">NHS England (NHSE)</a>	Name, email address, service, and event completed	Provided by you through your registration. Your attainment data will be collected at the completion of an event.	For NHSE to review quality assurance of delivery, and for NHSE to be aware of, and contact, those who have completed the events with regards to any future additional NHSE commissioned events.	Contract
<a href="#">Blackboard</a>	Name, email address	Provided by you through the online booking form	For you to join the online event provided on the Blackboard online learning platform	Contract
<a href="#">Zoom</a>	Name, email address	Provided by you through the online booking form	For you to join the online event provided on the Zoom platform	Contract

<a href="#">Salesforce</a>	All booking and event attendance information	Provided by you through the online booking form	For you to book on to an event. We also store your records of attendance and attainment using booking and attendance data.	Contract
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## How long your personal data is kept

### Event applicant

If you unsuccessfully attempted to register for one of our events, the information you have entered will be kept on file until one day after the start date of the event you have applied for. This will help us resolve any queries you might have about your registration in the lead up to the event. One day after the event start date, your registration information will be deleted.

### Event attendee

If you have attended an event with us, your name will be held on record indefinitely so that we can confirm your attainment and reissue your certificate(s) to you upon request. Your ethnicity, gender, sexual orientation and disability information will be held on record so that we can monitor the diversity of our audience and take action to improve our reach.

All other data submitted to us will not be held on file after six years.

### Enquirer

Your name, contact details, and the nature of your enquiry will be kept on file until the enquiry is closed.

### Newsletter recipient

Your personal data will be kept on file until you withdraw consent to be contacted with our newsletter. Should you withdraw consent to be contacted, only your name and events that you have attended will be kept on file for attainment purposes; any other information we hold on you will be deleted. If you have never attended one of our events, all your personal data will be deleted from our file.

## Your rights and further information

You have rights regarding your personal data which vary according to the lawful basis for use:

1. The right to be informed, this privacy notice tells you how we will use your data.
2. The right of access - you can ask us for a copy of the data we hold on you, this is called a subject access request and you can send such requests to [DPO@annafreud.org](mailto:DPO@annafreud.org) or call 020 7794 2313.
3. The right to rectification - you can ask us to correct inaccuracies in your data.
4. The right to erasure - in certain circumstances you can ask us to delete your data.
5. The right to restrict processing - in certain circumstances you can ask us to stop processing your data.
6. The right to data portability - you can ask for an easily transferable copy of your data.
7. The right to object - you can object to our processing of your data, particularly where we rely upon your consent to do so.
8. Rights in relation to automated decision making and profiling - we do not use these processes in recruitment.

You can read more about data rights on the Information Commissioner's website (<https://ico.org.uk/your-data-matters/> )

## Making a complaint

If you feel we may not be handling your data appropriately or if you have any queries or concerns about this you can contact us, [dpo@annafreud.org](mailto:dpo@annafreud.org)

You can also, at any time, make a complaint about our processing of your data to the Information Commissioner, <https://ico.org.uk/global/contact-us>