

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 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) or the Data Protection Officer (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:

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 certification at an event and we use the data (anonymised) to report on training activity and plan future event activity at the Centre.	Indefinitely, we retain a list of all attendees. Your name will be removed from the online training platform after your online training license has expired, 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	<p>To contact you about your booking. If you have signed up to an online training, your email address will also be used (alongside your full name) to generate an online training license and log-in for you.</p> <p>We will also use your email address to contact you about attending NATP Community of 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.</p>	If you opt out of training mailings, we will keep this information for two years in case any query should arise from your booking. If you opt in to training mailings, we will keep this information until you withdraw consent to be contacted. If you have signed up to an online training, your email address will be kept on file for the duration of the online training license, unless you request to cancel your license before it is due to expire.	Contract
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 training.	We will keep this information for two years.	Legitimate interest

Postal address (Address line 1, town/city and country and required; Address line 2, county and postcode are optional)	Provided by you through the online booking form	If you opt in to training mailings, your town and country will also be used to tailor information on trainings that are taking place near you.	If you opt out of training mailings, we will keep this information for two years in case any query should arise from your booking. If you opt in to training mailings, we will keep the town and country where you reside on file until you withdraw consent to be contacted.	Contract
Organisation, job title, groups worked with, sector (required)	Provided by you through the online booking form	To check your eligibility for the training or event where applicable. It will also be shared with the tutor of the event for their information. If you opt in to training mailings, it will also be used to tailor information on trainings and events that may be relevant to you.	If you opt out of training mailings, we will keep this information for two years in case any query should arise from your booking. If you opt in to training mailings, we will keep this information until you withdraw your consent to receive mailings.	Contract
Professional qualifications (where applicable)	Provided by you through the online booking form	To check your eligibility for the training or event where applicable. It will also be shared with the tutor of the event for their information.	We will keep this information for two years in case any query should arise from your booking.	Contract
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 two years in case any query should arise from your booking.	Consent

Your consent to receive marketing emails (optional)	Provided by you through the online booking form	To confirm you want to receive emails about trainings and events	We will keep this information until you withdraw consent to be contacted	Your consent to receive marketing communications
Your ethnicity	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 indefinitely	Consent
Your sexual orientation	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 indefinitely	Consent
Disability information	Provided by you if you choose to complete the survey in our pre-course email, or when you complete a	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	Consent

	booking online via our website		aggregate form and will be held indefinitely	
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?
AT-Autism	All registration data provided by you at the point of booking, as well as your feedback and progress data.	Provided by you through your training registration	AT-Autism are joint controllers of the trainee data because they will support Anna Freud in evaluating and measuring the impact of the training.	Contract
NHS England (NHSE)	Name, email address, service, and training completed	Provided by you through your training registration. Your attainment data will be collected at the completion of a training.	For NHSE to review quality assurance of training delivery, and for NHSE to be aware of, and contact, those who have completed the training with regards to any future additional NHSE commissioned training	Contract

How long your personal data is kept

Training/event applicant

If you have successfully, or unsuccessfully, attempted to register for one of our trainings or events, the information you have entered will be kept on file for 2 years in case any query should arise from your booking. After 2 years from the training/event date, all registration information will be deleted.

Training/event attendee

If you have attended a training or event with us, your name will be held on record indefinitely so that we can confirm your accreditation and reissue your certificate(s) to you upon request. Your ethnicity, 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 two years (see above) unless you have opted in to our training mailings. If you have opted in to training mailings, your name, email address, town, country, sector, and profession will be held on your record until you withdraw consent to be contacted by us.

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 training or events that you have attended will be kept on file for certification purposes; any other information we hold on you will be deleted. If you have never attended one of our trainings or 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 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

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>