



Data Protection Policy

Summary policy statement

This policy applies to both Ambitious about Autism (AaA) and the Ambitious about Autism Schools Trust (AaAST) together AaA(ST) It ensures the information we hold about data subjects is lawful and respects their privacy. We take appropriate security precautions to prevent personal information being lost or falling into the wrong hands.

We make sure that the information we hold is as accurate as possible; we do not hold more information than we need; and we do not hold it longer than we need to.

We do not share personal data with anyone else without permission, except when we believe it is the only way to prevent harm to you or other people, or the lawful basis for disclosure is contractual.

Other policies to be referred to:

- Data Security Policy
- Data Retention and Archiving Policy
- Confidentiality Policy
- Compliments and Complaints Policy
- Freedom of Information Act Policy (Ambitious about Autism Schools Trust)
- AaA and AaAST Purchasing Policies

Full policy

Introduction and principles

This policy applies to all our trustees, governors and workers, paid or unpaid, including employees, trainees, people on placement, temporary staff, interns, contractors, and volunteers.

We process personal data about employees, students, their parents, other service-users, donors and other stakeholders.

We are committed to good practice in the handling of personal data and careful compliance with the legal requirements of the Data Protection Act 2018 and the UK General Data Protection Regulation. We aim above all to protect people from harm through data being misused, mismanaged, or not being held securely.

We recognise that good information sharing is essential for providing safe and effective care. There are also important uses of information for purposes other than individual care, which contribute to the overall delivery of health and social care or serve wider public interests.

We also ensure that it takes account of the legitimate concerns of individuals about the ways in which their data may be used. We aim to be open and transparent in the way it uses personal data and, where relevant, to give individuals a choice over what data is held and how it is used. Complaints can be made in (ICO).

We have policies and procedures in place to ensure that we comply with the seven UK GDPR Principles set out in the Regulation:

- Lawfulness, fairness and transparency
- Purpose limitation (obtained for specified purposes and then only used for those purposes)

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