

Privacy Notice

Who we are

London Borough of Havering (LBH) is registered with the Information Commissioner's Office (ICO) as a 'Data Controller' This privacy notice applies to you ('the service user') and LBH ('the Council'). The Council takes the privacy of your information very seriously.

This privacy notice relates to our functions relating to the All Age Autism Service. It provides additional information that specifically relates to this particular service, and should be read together with our [general privacy notice](#), which provides more detail.

What data do we collect

We collect your name, age, address and contact details.

Why we collect your data

We collect your data so that we can help support you with information and advice as well as peer support and activity groups to meet the needs of local peoples of all ages on the Autistic Spectrum. This includes supporting individuals and their families through the diagnosis process in the form of pre-diagnostic support and providing a gateway to other services.

The lawful basis for processing your data

The lawful basis we use to process your data as set out under Article 6 UK GDPR is:

Article 6 (a) Consent: the individual has given clear consent for us to process their personal data for a specific purpose.

You can withdraw your consent at any time.

If we have a reason to believe there is a safeguarding issue, then we may process your personal data, including special category data, under:

Article 6 (c) Legal Obligation

Article 9 (g) Reasons of substantial public interest

How we use your data

We will use your data to support you to receive access to services such as employment support, diagnostic support and referring to other statutory and voluntary services as required.

Who we will share your data with

Your data will be shared between Sycamore Trust and the Council for the purposes of supporting you in providing information and advice as well as peer support and activity groups.

We will share your personal details with other statutory or voluntary services that you require support from. This will only be shared with your consent.

Sycamore Trust may also share information with us if they believe there is a safeguarding reason.

How long we will keep your data

We will keep your personal data safe and secure until the end of contract period with Sycamore Trust, which ends in October 2027 after which they will be securely deleted.

How do we protect your data

We comply with all laws concerning the protection of personal information and have security measures in place to reduce the risk of theft, loss, destruction, misuse or inappropriate disclosure of information. Staff access to information is provided on a need-to-know basis and we have access controls in place to help with this.

Know your rights

We process your data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. Find out about your individual rights at or at www.havering.gov.uk/privacy or <https://ico.org.uk/your-data-matters/>. If you have any queries or concerns relating to data protection matters, please email: dpo@havering.gov.uk