

Document Number:	2.34
Document Name:	Privacy
Effective Date:	Immediate
Document Status:	

### 1.0 Policy Purpose and Details

This policy details what steps are in place to protect users’ privacy when interacting with The Society for Neurodiversity through the website ([www.s4nd.org](http://www.s4nd.org)).

### 2.0 Policy Scope

This policy and procedure applies to all current employees, whether full or part-time, temporary or fixed-term, and for members of The Society who sign up as members of the website.

### 3.0 Related Policies

Please refer to policy document “2.07 Related Policies”

### 4.0 Responsibility

The overall responsibility for this policy lies with the Chief Executive and Board.

### 5.0 Definitions

This section intentionally left blank

### 6.0 Procedures

#### Who we are

Our website address is: <https://s4nd.org>

Our website is protected with a valid SSL Certificate and your connection to it is secure and encrypted via https.

## Website

The Members Only area of our Website is Private. All Pages, Users, Profiles, Comments, Media, Documents, Groups, Forums and any other data cannot be viewed or accessed by anyone who is not a registered, logged in user.

## Comments

Visitors are not allowed to post Comments on Blog Posts. You must be a registered, logged in user to post a Comment on a Blog Post.

## Forms

In line with GDPR and with your (explicit) consent, when submitting a form (ie. Contact Us form or Complaint form) we retain your information in order that we can respond to your enquiry/concern.

## Cookies

If you visit our login page, we will set a temporary cookie to determine if your browser accepts cookies. This cookie contains no personal data and is discarded when you close your browser.

When you log in, we will also set up several cookies to save your login information and your screen display choices. Login cookies last for two days, and screen options cookies last for a year. If you select "Remember Me", your login will persist for two weeks. If you log out of your account, the login cookies will be removed.

If you edit or publish an article, an additional cookie will be saved in your browser. This cookie includes no personal data and simply indicates the post ID of the article you just edited. It expires after 1 day.

## Embedded content from other websites

Articles on this site may include embedded content (e.g. videos, images, articles, etc.). Embedded content from other websites behaves in the exact same way as if the visitor has visited the other website.

These websites may collect data about you, use cookies, embed additional third-party tracking, and monitor your interaction with that embedded content, including tracking your interaction with the embedded content if you have an account and are logged in to that website.

## Who we share your data with

See Where we send your data below.

## How long we retain your data

If you leave a comment, the comment and its metadata are retained indefinitely. This is so we can recognize and approve any follow-up comments automatically instead of holding them in a moderation queue.

For users that register on our website, we also store the personal information they provide in their user profile. All users can see, edit, or delete their personal information at any time (except they cannot change their username). Website administrators can also see and edit that information.

### What rights you have over your data

If you have an account on this site, you can request to receive an exported file of the personal data we hold about you, including any data you have provided to us. You can also request that we erase any personal data we hold about you. This does not include any data we are obliged to keep for administrative, legal, or security purposes.

### Where we send your data

With your (explicit) consent on Sign Up, we store your Email address, First Name, Last Name and Mobile number in Contact databases with our Marketing Platforms – currently Mailchimp and Sendinblue. You can view their respective Privacy Policies here :

Mailchimp – [https://mailchimp.com/legal/privacy/#3.\\_Privacy\\_for\\_Contacts](https://mailchimp.com/legal/privacy/#3._Privacy_for_Contacts)

Sendinblue – <https://www.sendinblue.com/legal/privacypolicy/>

We do not send/store your data anywhere else.

## 7.0 Document History

This policy will be reviewed every two years

VERSION HISTORY				
VERSION	APPROVED BY	DATE	DESCRIPTION OF CHANGE	AUTHOR
1	AR	17/10/2020	First Version	AB