



Privacy Policy

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1. Who are we?

neurodiversikey® is a non-profit organisation operating in England and Wales. Throughout this document, 'we' and 'us' refer to neurodiversikey®.

Neurodiversikey.com is a website owned by neurodiversikey®. neurodiversikey® is a data controller of your personal data.

We have adopted this Privacy Policy which tells you how we are processing the personal data we collect, and why. This privacy policy applies to all services offered by neurodiversikey® including use of the website neurodiversikey.com. Therefore, you must read this Privacy Policy before using our website, or engaging with neurodiversikey® or its services.

We are committed to protecting your personal data.

2. Scope

This privacy policy applies across all of neurodiversikey[®]'s services and website.



3. What personal data do we collect?

The personal data we collect depends on the nature of your relationship with neurodiversikey®. We may also collect data which is not identifiable/personal.

Personal data we may collect:

- Your name;
- Your age (as over or under 18);
- Your email address;
- Your occupation;
- Your place of work/study;
- Your location (as England or Wales);
- Your neurotype(s) - special category data;
- Social media handle/username;
- Photograph;
- Video/audio recording;
- IP address;
- Payment information.

If you send us a photograph, video or audio recording please remove any embedded location data first (EXIF GPS).

Unidentifiable data we collect:

- Anonymous website analytics data e.g. Google Analytics;
- Non-identifying cookies;
- Anonymous survey answers.

4. What are the lawful reasons for processing your personal data?

- **Consent:** Your consent for specific processing activities.
- **Contractual necessity:** Processing required to fulfill a contract with you.
- **Legal obligation:** Processing your data to comply with legal obligations.
- **Legitimate interests:** Processing necessary for our legitimate interests, provided it does not override your fundamental rights and interests.

For the special category data we collect, we rely on your consent as above, in addition to:

- **Explicit consent:** Your explicit consent for specific processing activities.

You may retract your consent at any time by emailing data@neurodiversikey.com.

5. When do we collect your personal data?

We mainly collect your personal data when you use our website, engage in our services, or otherwise interact with us. For example:

- When you sign up to our mailing list;
- When you fill out a form on our website (e.g. contact form);
- When you fill out a survey (e.g. Google Forms);
- When you fill out a form (e.g. Google Forms);
- When you book to attend an event;
- When you attend an event;
- When you contact us in any way;
- When you interact with us on social media;
- When you sign up to any of our services;
- When you engage in any of our services;
- When you use our website;
- When you make a donation.

We may also collect your data in order to contact you if we think you may be interested in our services, events, or products.

6. How and why do we use your personal data?

- To email you after you have subscribed to our mailing list.
- To respond to you after you have filled in a form.
- To use your feedback as a testimonial.
- To fulfill a contract you have entered into with us (e.g. after engaging our services).
- To record when you have both given consent and retracted consent for us to process your personal data.
- To respond to you after you have contacted us.
- To contact you about services you are engaging in.
- To improve our services and tailor them to service users' needs.
- To provide, manage, and administer services, events and products..
- To comply with legal obligations.
- To collaborate with you.
- For marketing purposes.
- To market our events.
- To contact you about participating in our services or products on the basis of legitimate interest.
- To customise and optimise your use of our website.
- To carry out research.
- To ensure you are eligible for any restricted events, services, or products.
- To ensure the security of your personal data.
- To ensure the security of our website and systems.

7. How long do we keep your personal data?

We only retain your personal data for as long as is necessary, depending on the purpose for which it was collected and processed. We will only keep your personal data for longer than this when we are required to by law. When it is no longer necessary for us to keep your personal data we will delete or anonymise it.

8. Who do we share your personal data with?

We may share your personal data with third parties if obliged to do so by law, for safety, or safeguarding.

We may share your personal data with third parties we use to provide specific services such as:

Website and email providers;

Payment facility providers (e.g. PayPal);

Office package providers (e.g. Google Workspace, Zoom);

Other organisations we are working with to provide services, events or products you engage in or use.

9. How do we protect your personal data?

All personal data is stored securely online. We store most personal data on Google Workspace, our website and email systems, which are all only accessible using password protected accounts. Our website uses SSL encryption.

Your data may be transferred outside of the UK or EEA, for example to the USA, Canada, or Australia

10. What are your legal rights?

You have the following rights:

- **The right to access:** You have the right to request copies of your personal data from neurodiversikey®. A small fee may be chargeable.
- **The right to rectification:** You have the right to request the correction of any information you believe is inaccurate and the completion of any information you believe is incomplete.
- **The right to erasure:** Under certain conditions, you have the right to request the erasure of your personal data.
- **The right to restrict processing:** Under certain conditions, you have the right to request the restriction of the processing of your personal data.
- **The right to object to processing:** Under certain conditions, you have the right to object to the processing of your personal data.
- **The right to data portability:** Under certain conditions, you have the right to request the transfer of the data that we have collected to another organisation.

We must respond to any requests within one month. You can make a request by emailing data@neurodiversikey.com.

11. Cookies

We use optional cookies to customise and optimise your experience when using our website. We use necessary cookies to ensure the website functions.

12. Other websites

Our website, social media, products, content may link to third party websites that are not owned or controlled by us. Please be aware that we are not responsible for such other websites or third parties' privacy practices. We encourage you to be aware when you leave our website and read the privacy statements of each website that may collect personal information.

Our website, social media, products, and content may also contain embedded content (e.g. forms, embedded web pages, images, videos, articles etc.) from third party websites that are not owned or controlled by us. Embedded content from other websites behaves in the exact same way as if the visitor has visited the other website.

Third party 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.

13. Changes to our privacy policy

We keep our privacy policy under regular review. When we make any changes to it we will upload the amended privacy policy to our website at:

<https://neurodiversikey.com/privacypolicy>.

14. Contact us

If you would like to make an enquiry about this privacy policy, your personal data, or exercising your rights under this policy, please contact: data@neurodiversikey.com.

15. Contact the appropriate authority

The relevant authority is the Information Commissioner's Office. You may contact the ICO if you feel we have not satisfactorily addressed your concern, or to make a complaint.

The Information Commissioner's Office: <https://ico.org.uk>.

16. Stopping contact

We may contact you in relation to our services, events, and products. Depending on why we are contacting you, we may rely on one of a number of lawful reasons. If you would like us to stop contacting you, you may be able to stop us from doing so depending on the lawful reason.

If you have consented to being contacted, you may retract your consent at any time.

If we are contacting you for our legitimate interests, you can object to us contacting you.

In certain circumstances we may be obliged to contact you which cannot be stopped. For example, when we have a legal obligation to contact you, or are contractually required to contact you.

If you have asked us to stop contacting you, we still need to keep your contact details to ensure we do not contact you again.