



Privacy Policy

Neurodiversity Ireland (the trading name for Neurodiversity Sandymount CLG) respects your privacy rights and complies with our obligations under the **General Data Protection Regulation (GDPR)**.

To better protect your privacy, we outline our practices here and the choices you can make about the way your information is collected and used by Neurodiversity Ireland.

The information below explains our policy regarding your privacy, both online and offline. By visiting www.neurodiversityireland.com or sharing personal information with Neurodiversity Ireland, you are accepting the practices described in this Privacy Policy.

Our website www.neurodiversityireland.com is maintained by Neurodiversity Ireland.

The processing of your personal information is carried out by or on behalf of Neurodiversity Ireland, who is 'controller' of the information as outlined below. Neurodiversity Ireland is a registered charity in Ireland (CHY20206465).

Email info@neurodiversityireland.com for more information.

This website contains external links to other websites and Neurodiversity Ireland is not held responsible for the privacy policies of these other websites.

Data Protection

We take our responsibility to protect your data seriously and will not collect any personal information about you on this website without your clear knowledge and permission. Any personal information which you volunteer to us will be treated strictly in accordance with the General Data Protection Regulation 2016/679, ePrivacy Regulation S.I. 336/2011 and the Data Protection Acts 1988-2018. Where data is submitted it will be used for the stated purpose and any reasonably incidental purposes only.



Technical data collected

We collect non-identifiable personal information or aggregated information when you visit our website. When you visit our website the following information is retained about that visit:

- The IP address of the visitor's web server.
- The top-level domain name used (for example .ie, .com., .org., .net).
- The previous website address from which the visitor reached us, including any search terms used.
- Google analytics which shows the traffic of visitors around this website (for example pages accessed, the length of time on each page and any documents downloaded).
- The type of web browser and operating system used by the website visitor.

Lawful Bases for processing personal data

The lawful basis to process this personal data include:

- Your demonstrated consent for us to process your personal data for one or more specific purposes. (e.g., to send you information about upcoming fundraising campaigns).
- Our legitimate interests in conducting our business ensuring the proper management and functioning of Neurodiversity Ireland (e.g., where we process data so that we can respond to a query, complaint or feedback).
- Compliance with a legal or regulatory obligation that applies to us. (e.g., when we process a CHY3 form as part of the donation process – tax/revenue).
- The performance of a contract with you or in order to take steps at your request prior to entering into a contract. (e.g. when we process a job application where you send it to us via this website or by email).

Do we share your information?

We respect your personal data and will never sell, rent or give away your personal details to other organisations for any marketing purposes. The only exception is when we must give your personal data where we are required by law. We do have trusted and carefully vetted Data Processor partners that provide specialist services, which requires they have some access to our stored personal data for specific and limited issues. These partners include mailing houses, marketing agencies and I.T. specialists. The type of work we may ask them to do could include; processing card payments, managing contact details on our databases to avoid duplication and reduce marketing costs, printing and packing our mailings and carrying out analysis. All our partners are required, by a written contract with us, to treat your data as carefully as we would, to only use it as instructed, to comply with all data protection legislation and to permit us to check that they are only doing what we have instructed them to do with your personal data.



What personally identifiable information is collected by Neurodiversity Ireland?

When you visit our website, or make a donation online or offline, when you attend a webinar or when you or your child applies for and attends our supports or services in the Sensory Centre, you may provide us with personal information (such as name, address, email address, telephone numbers and/or credit/debit card information) that you knowingly choose to disclose, which is collected on an individual basis for various purposes.

This data includes:

Identity Data (name, date of birth)

Contact Data (email address, postal address, email address)

Financial Data (bank statement credit cards)

Transaction Data (including details of your donations or purchases)

Technical Data (IP address)

Marketing Data (your preferences for receiving communication)

Feedback on events

Health Data: (evidence of diagnosis or assessment for Neurodiversity Ireland lanyard, confirmation of own diagnosis when registering for service or event, or entering survey, information on diagnosis and assessment and child's needs and goals when attending in person supports or services (e.g. communication needs, toileting needs, play styles, sensory needs, self-regulation techniques, etc.)

Social Media Data (usernames on Twitter, LinkedIn, Instagram. Analytics of social media engagement. Images or videos from social media)

Training Data: Location of Business, Staff Details, Internal Processes, Details of Pupils (if applicable)

Administrative Data: contact information, tax identifiers, bank details, legal claims, data associated with accounts receivable or accounts payable



Direct marketing/fundraising: Contact information, bank details, health data, images, personal stories, video or audio footage, donor and volunteer preferences

Recruitment Data: Application form, references, Garda Vetting, CVs: if interview is conducted online, face/voice and IP address are processed

Wellbeing, Safety and Security Data: Occupational health, access needs, safeguarding information

Website Management Data: Google Analytics data including IP addresses as outlined in Cookie Policy

These purposes include registering to receive email newsletters, requesting further information from us about supports and services, donating to us, ordering literature and resources, making requests, submitting a form on our website or feedback survey via our support group, signing up to attend one of our services in the Sensory Centre, or simply asking a question.

It is essential to note that we also collect personal information through the registration forms on the Cheqdin platform. Please refer to the "Use of Cheqdin as a Third-Party Processor" section for details on how this information is processed.

We receive and store any information you enter on our website or give us in any other way, whether it is online or offline.

We ask for personal information so that we can fulfill your request and return your message.

This information is retained and used in accordance with existing laws, rules, regulations, and other policies.

Neurodiversity Ireland does not collect personal information from you unless you provide it to us.

If you choose not to provide any of that information, we may not be able to fulfill your request or complete your order, but you will still be free to browse the other sections of www.neurodiversityireland.com

This means that you can visit our site without telling us who you are or revealing any personally identifiable information about yourself.



How do we use the information we collect?

When you supply information about yourself for a specific purpose, we use the information for only that purpose (such as to provide the support or information you have requested or book your child into one of our services offered in the Sensory Centre).

For example, you may be asked to give us individual information to receive information, to donate, to request a speaker for an event, to complete registration forms, or to apply to work as a contractor for Neurodiversity Ireland.

Similarly, we use information you provide about yourself or someone else when placing a merchandise order only to provide tax compliant receipts, ship the merchandise and to confirm delivery.

We do not share this information with outside parties except to the extent necessary to complete that order.

You can register with our website if you would like to receive updates on our supports. Information you submit on our website will not be used for this purpose unless you 'opt-in' specifically.

We use return email addresses to answer the email we receive, to receipt any transactions, or if follow-up for that specific function is required. Such addresses are carefully guarded by Neurodiversity Ireland for their specific purpose and are not shared with outside parties.

If you contact anyone on our team, we will not process your personal information other than for the purposes of providing you with information. We do not collect information about such calls.

Neurodiversity Ireland does not sell, rent, give away, or share its email addresses or other personal contact information with outside sources and does not send mailings on behalf of other organisations.

The information gathered through the Cheqdin registration forms is crucial for creating a comprehensive understanding of each child's unique assets, preferences, and needs. This includes, but is not limited to:

- Names
- Date of Birth



- Gender
- Contact details
- Medical information, including allergies and dietary restrictions
- Medical diagnosis
- Communication needs
- Toileting needs
- Play styles
- Sensory needs
- Self-regulation techniques

The primary purpose of collecting this information is to facilitate the appropriate placement of your child within a group at the Sensory Centre. Our goal is to create groups that align with each child's unique profile, ensuring they are placed with others who share similar needs, interests, and abilities.

This personalised grouping allows us to tailor the Sensory Centre experience, providing activities and support that are specifically designed to meet the diverse requirements of each group. We believe that understanding and catering to individual differences contribute to a more positive and inclusive environment for all participants.

The information collected may also be used to communicate important updates, event details, or relevant information related to the Sensory Centre. This ensures that you stay informed about the activities and happenings that directly impact your child's participation.

Should any material changes be made to the ways in which we use personally identifiable information, we will take reasonable measures to obtain written or email consent from you. We will also post the changes to our use of personally identifiable information on our website at least 30 days prior to a change.

How do we protect your personal data?

Personally identifiable information is stored on our server and is not publicly accessible. Further, personally identifiable information is only accessed by Neurodiversity Ireland's personnel on a "need to know" basis.

To prevent unauthorised access, maintain data accuracy, and ensure the correct use of information, we have put in place appropriate physical, electronic, and managerial procedures to safeguard and secure the information we collect online.



Additionally, sensitive data, such as credit card numbers, are encrypted using SSL and immediately transferred to the PSII1 compliant financial processor so that they are not saved on our servers. We follow best practice industry standard measures, to provide an additional level of security.

Use of Cheqdin as a Third-Party Processor

For the Sensory Centre, Neurodiversity Ireland employs Cheqdin as a third-party processor to facilitate and manage various aspects of our operations, including the processing of personal information collected through registration forms. Cheqdin operates as a service provider to assist in the organisation and management of data related to Sensory Centre attendees.

Cheqdin's Privacy Policy and Data Processing Agreement (DPA)

By using our booking platform, you acknowledge that Cheqdin acts as a third-party processor for the personal information collected during the registration process. Cheqdin has its own privacy policy and Data Processing Agreement (DPA) in place to govern the processing of personal data. We recommend reviewing Cheqdin's privacy policy and DPA to understand how they handle and protect the information provided.

You can find Cheqdin's privacy policy and DPA by visiting their website or contacting them directly. We have taken measures to ensure that Cheqdin complies with applicable data protection regulations and maintains the confidentiality and security of the personal information they process on our behalf.

Changes to Third-Party Processors

Neurodiversity Ireland may update its third-party processors, and any significant changes will be communicated through our platform or other appropriate means as required by applicable laws.

Consent & Opt-Outs

If you have registered to receive communications from us and later change your mind, you may contact us to have your name and contact information removed from our distribution lists.

You can send an email to info@neurodiversityireland.com

By completing the registration process on the Cheqdin platform, you consent to the use of the provided information for the purposes outlined above. If at any time you would like to delete



your profile and ensure your information is securely erased from the platform you may contact the Sensory Centre Manager.

Please email info@neurodiversityireland.com

Corrections & Updates

If you would like to verify the data we have received from you, or make corrections to it, you may contact us directly at the email address above.

What anonymous information does Neurodiversity Ireland collect?

Anonymous information is collected for every donor and visitor to this site. This includes pages viewed, date and time, and browser type.

IP numbers are not stored but are temporarily used to determine domain type and, in some cases, geographic region.

What automatic information does Neurodiversity Ireland collect?

When you visit our website, our servers make a log of basic information corresponding to the sites and pages you have visited.

This information is stored primarily to track the effectiveness of our website and individual sections and pages within them.

Links

This website contains links to other websites.

Please note that when you click on one of these links, you are entering another site. We encourage you to read the privacy statements of these linked websites as their privacy policy may differ from ours.

Your rights

You have the following rights, in certain circumstances and subject to certain restrictions, in relation to your personal data:



- Right to access data – You have the right to request a copy of the personal data that we hold about you, together with other information about our processing of that personal data.
- Right to rectification – You have the right to request that any inaccurate data that is held about you is corrected, or if we have incomplete information, you may request that we update the information such that is completed.
- Right to erasure – You have the right to request us to delete personal data that we hold about you. This is sometimes referred to as ‘the right to be forgotten.’
- Right to restriction of processing or to object to processing – You have the right to request that we no longer process your personal data for particular purposes, or to object to our processing of your personal data for particular purposes.
- Right to data portability – You have the right to request us to provide you, or a third party, with a copy of your personal data in a structured, commonly used machine-readable format.

Data Retention

We will not hold your personal data for longer than is necessary. We retain your personal data for as long as we need it for the purposes described in this Statement, or to comply with our obligation under applicable law and, if relevant, to deal with any claim or dispute that might arise between you and us.

Right of Access

You have the right to ask for a copy of the information we hold about you and to have any inaccuracies in your personal details corrected. You can also request that we remove your records from our database or provide you with a copy of the information we hold about you. You can also ask us to stop using your data for a specific purpose.

We will aim to acknowledge receipt of all such requests within three working days and fully respond within four weeks. You can exercise any or all of these rights by emailing info@neurodiversityireland.com

What if I am under 18 years of age?

If you are aged 18 or under, please ask your parent or guardian for their permission to provide us with your contact information.



Governing Laws & Jurisdiction

This legal policy and all issues regarding this website are governed exclusively by Irish law and are subject to the exclusive jurisdiction of the Irish courts.