



## Urban Autism Solutions (UAS) – Privacy Policy

**Effective Date: April 2025**

At Urban Autism Solutions (UAS), we are committed to protecting your personal information and handling it responsibly. We understand that the information you share with us is sensitive, and we comply with all relevant privacy laws, including:

- The **Illinois Student Online Personal Protection Act (SOPPA)**
  - The **Family Educational Rights and Privacy Act (FERPA)**
  - Other applicable **Illinois state and federal privacy laws**
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### 1. What Information We Collect

Following the completion of a consent form, we collect personal information to provide our services and support effectively. This may include:

- **Basic Details:** Name, address, phone number, email, date of birth, and other identifying information.
  - **Demographic Information:** Age, gender, race/ethnicity, and other details that help us support you.
  - **Sensitive Information:**
    - Information about autism spectrum disorder, including diagnoses, assessments, developmental history, and support needs.
    - Vocational training, education, and employment goals.
    - Social/emotional well-being, behavioral support plans.
  - **Client Education Records:** If applicable, we may collect records related to progress and assessments.
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### 2. How We Collect Your Information

We collect information through:

- Intake forms, applications, and assessments.
  - Direct communication with you via interviews, phone calls, and emails.
  - Information shared by other service providers, with your consent.
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### 3. How We Use Your Information

We use the information we collect for the following purposes:

- To assess eligibility to our programs
  - To track progress and evaluate program effectiveness.
  - To communicate with you about services, updates, and other relevant resources.
  - To meet legal, funding, or regulatory requirements while ensuring confidentiality.
  - For administrative and operational purposes to run UAS programs effectively.
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### 4. Keeping Your Data Safe

We are committed to keeping your information secure through:

- **Physical Safeguards:** Secure storage of paper records in locked cabinets and restricted access to our facilities.
- **Electronic Safeguards:** Encryption of sensitive data, firewalls, and secure access control.
- **Administrative Safeguards:** Access to data is limited to those who need it to provide services.

If there is a data breach involving personal or educational records, we will notify affected individuals promptly and follow legal reporting requirements.

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### 5. When We Share Information

We **do not sell** your personal information. We may share it under the following circumstances:

- **With Your Consent:** We will obtain your explicit consent before sharing any information for purposes not outlined in this policy.
- **As Required by Law:** We may share information if required by law, court order, or legal process.
- **With Trusted Service Providers:** We may share information with third-party service providers who assist us in delivering our services (e.g., IT support, data storage platforms). These providers are required to protect your information and comply with SOPPA and FERPA where applicable.
- **For De-identified Data:** We may use and share anonymized or de-identified data for research, evaluation, or reporting purposes.

We **do not** use your information for targeted advertising.

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## 6. Data Retention

We will only keep your personal information and records for as long as necessary to fulfill the purposes for which they were collected or as required by law. When your data is no longer needed, we will securely dispose of it.

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## 7. Your Rights

You have rights regarding your personal information and educational records, as outlined in applicable laws like FERPA and SOPPA, including:

- Accessing or getting a copy of your information.
- Requesting corrections to inaccurate information.
- Limiting how your information is shared or used.

To exercise any of these rights, please contact us using the information provided below.

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## 8. Updates to This Policy

We may update this Privacy Policy periodically to reflect changes in our practices, laws, or regulations. We will post the updated policy on our website and notify you if there are significant changes.

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## 9. Contact Us

If you have any questions, concerns, or requests regarding this Privacy Policy or our data practices, please contact us at:

**Urban Autism Solutions**  
1212 W Flournoy Street  
Chicago, IL 60607