

FACTSHEET: HOW WE USE YOUR INFORMATION AND PROTECT YOUR PRIVACY

The Ottawa Adult Autism Initiative (OAAI) is a community consultation funded by the Ontario Trillium Foundation in partnership with Autism Ontario. OAAI is led by a local grassroots volunteer group that includes adults on the autism spectrum, family members and allies, and professionals. Two third-party consultants help to support and facilitate the community consultation.

Our Guiding Principles

The OAAI group is committed to working in a way that is:

- **Respectful** – of all members of our community
- **Inclusive** – of people with varying communication and other needs
- **Diverse** – gathering viewpoints from different backgrounds and orientations
- **Collaborative** – with existing service providers and professionals
- **Transparent** – sharing our information and findings with the community

Our consultation process will prioritize the perspectives of adults on the autism spectrum.

As a recipient of an Ontario Trillium Foundation grant, we also comply with Ontario Trillium Foundation Policies. For more information, see <https://otf.ca/how-we-work/policies>

Why We Gather Information

We are gathering information to create a “community snapshot” that documents the needs of the Ottawa adult autism community. This information will inform our next steps, which are:

- To make it easier for adults on the autism spectrum and their families to find the supports and services they need.
- To create a new way for the adult ASD community, families, allies and service providers and professionals to connect with services and supports to ensure needs are met.
- To seek out funding to make the above goals possible.

***** We will not replace any existing supports or services *****

The information shared by community members will be put together into a preliminary report that will be shared at a community meeting. At that time, community members will have a chance to comment on our findings. This community feedback will be considered and will help us create the final report. The final report will be shared publicly on the OAAI website:

<https://ottawaadultautism.com/>

How We Use your Information

We will gather information from the following sources:

Survey:

- Survey results are anonymous and confidential. Your name (and any personal or identifying details) will not be associated with your answers.
- By taking the survey, you are agreeing to be part of this project.
- Written comments from survey answers may be included in the final report (with all personal or identifying details removed).

Community Consultations:

- Your participation is voluntary. By joining a community consultation, you are agreeing to be part of this project.
- Comments you make in the consultation may be included in the final report (with all personal or identifying details removed).
- You may ask at the consultation meeting that your comments not be quoted in the final report.

Information sent to OAAI by email:

In the survey, there is an option for adults on the autism spectrum to send extra information to the OAAI project by email.

- Sending information by email is optional.
- By sending information by email you are agreeing to be part of this project.
- Information you send by email may be included in the final report (with your name and any personal or identifying details removed).

Before you send us information by email, here are some things you should consider:

- The information you share by email will be read by our consultants. Please make sure it is information that you are comfortable sharing.
- Email is not guaranteed to be confidential. Please do not share information that is private, confidential or that you would not feel okay to have someone else know.

How We Protect Your Privacy

These are some steps we are taking to keep your information private:

- We use computer software like Survey Monkey that includes security and privacy features. When electronic services are less secure, such as email, we will let you know and provide guidance to help you decide whether or not to send information in that way.
- Information from the surveys will be reviewed only by our two consultants
- Information received by email will be reviewed only by our two consultants and the OAAI management team
- Information from the community consultation meetings and one-to-one interviews will be reviewed only by our two consultants and the OAAI management team
- We will take steps to keep your information as secure as possible by storing it on a secure computer and deleting it after the report is published. All information will be random password protected (only the OAAI consultants will have the password).

Concerns

If you have any questions or concerns about how we use and protect your information email us at ottawaadultautism@gmail.com. We will do our best to respond within 48 hours or two business days.