

# Privacy Policy

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## **“Unlocking Potential, Fostering Equity, Changing Lives.”**

### **Introduction**

The Achieve Equity Foundation is committed to complying with privacy and data protection laws. This document explains how the Foundation uses the personal data that we collect and handle for the purposes of grant making.

### **Whose data do we collect?**

We hold data on those who apply to the Achieve Equity Foundation for grants.

### **How we obtain your data?**

When you interact with us online, over the phone or face-to-face, the Achieve Equity Foundation will collect your personal data and are responsible for how we store and use it. The information we hold about you has been provided directly to us by you.

### **What we do with your data and why?**

#### *Information on Grantees*

We collect the information described below to process applications for grants from the Achieve Equity Foundation.

We collect the following classes of information:

- Name(s) and address, email, phone number and other relevant contact details
- Purpose and details of grant application
- Details about any grant made
- Information about our relationship with you, correspondence, assessment notes, etc
- Information provided by grantees on the impact of the grant, including case studies that may involve video and/or imagery (see separate policy on use of video/imagery)

### **Protecting your data**

We keep your data secure in our database with appropriate security mechanisms in place.

We do not share your data with anyone else or any other organisation unless it is necessary for the purpose for which you have given us the data. Examples are given below:

We will share information on grant applicants with the trustees. These are volunteers working with the Achieve Equity Foundation and have responsibility for taking the final decision on all grant awards. We will also

publish data on grant recipients for schools (amounts/names/purpose), but we anonymise details for any individual grantees.

### **Our responsibilities**

The law requires us to tell you the basis on which we process your data. Some activities (for example sending you emails which promote the Achieve Equity Foundation's interests) require your consent. If the law requires your consent to process data in a certain way, then we will obtain it before carrying out that activity

In all other cases the law allows us to process your data if it is in our legitimate interest to do so, but only so long as we need to and your "interests or your fundamental rights and freedoms are not overriding." Practically speaking this means we carry out an exercise to check that we will not cause you harm by processing your data, that the processing is not overly intrusive and that we will only do so in a way which is described in this privacy notice

We will keep data for as long as is needed to complete the task for which it was collected. For auditing purposes, we will retain the data for up to 7 years.

### **Your rights**

The General Data Protection Regulations (GDPR), which was introduced in May 2018, gives everyone several rights about the way we process your data. These are as follows:

- Where our use of your data requires consent, you may withdraw this consent at any time
- Where we rely on our legitimate interest to process data, you may ask us to stop doing so
- You may request a copy of the data we hold about you
- You may change or stop the way in which we communicate with you or process data about you, and if it is not required for the purpose, you provided it, then we will do so. Activities, such as monitoring grants, may mean we cannot entirely stop processing your data. We will always endeavour to comply with such a request
- If you are not satisfied with the way we have processed your data, then you can complain to the Information Commissioner's Office, our registration number is 1204018.

### **Data Breach**

A breach is more than only losing personal data. It is a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data.

We will investigate the circumstances of any loss or breach, to identify if any action needs to be taken. Action might include changes in procedures, where there will help to prevent a re-occurrence or disciplinary or other action, in the event of negligence.

We will notify the ICO within 72 hours, of a breach if it is likely to result in a risk to the rights and freedoms of individuals. If unaddressed such a breach is likely to have a significant detrimental effect on individuals. For example:

- Result in discrimination.
- Damage to reputation.
- Financial loss.
- Loss of confidentiality or any other significant economic or social disadvantage.

### **Contacting us**

If you have any questions about this privacy notice, about the way in which we process your data, or if you wish to change the way we use your data, including how we communicate with you, then please contact us using the details below:

Email: [enquiries@achieve-equity.org](mailto:enquiries@achieve-equity.org)

### **Approval And Review**

<b>Approval By</b>	<b>Date</b>	<b>Next Review Date</b>
<b>Trustee Board</b>		