

Data Protection Act 2018 (DPA 2018) incorporating UK General Data Protection Regulation (UKGDPR)

ONLINE PRIVACY STATEMENT – *for website etc.*

At Inspire and Achieve Foundation (IAF), we are committed to maintaining the trust and confidence of all website visitors, and of course, our customers'/service users.

In this Privacy Policy, we have provided detailed information on when and why we collect your personal data; how we use it, the limited conditions under which we may disclose it to others and how we keep it secure.

Depending upon the circumstances, Inspire and Achieve Foundation will act as either a:

“data controller” (e.g. where you have provided your information directly to us such as a CV or a referral etc.)

“data processor” (e.g. where your information has been provided to us by you or your employer as a Customer of Inspire and Achieve Foundation).

In each case, Inspire and Achieve Foundation will process (collect, store and use) personal data in a manner compatible with our obligations under the DPA and EU’s General Data Protection Regulation (GDPR).

We will endeavour to keep the personal data accurate, up-to-date, and not keep it for longer than is necessary for the purposes described in this Privacy Policy or complying with any of our legal or contractual obligations, including those relating to our statutory and regulatory obligations and our financial, business or tax affairs.

Types of personal data that we collect

We might collect your name, title, where you work, phone number, email address, or mailing address. We may also be provided with other types of personal data under our contracts with our Customers/Service Users.

How we use the information collected

Information collected or provided will enable us to deliver our programmes, services, operate our business and of course, communicate with you.

This may include:

- checking your identity and validating that you are entitled to use our programmes and services
- providing a programme or service to you identifying persons who have expressed an interest in our programmes and services and tailoring our communications to you.

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Operations

Personal data provided by Inspire and Achieve Foundation Customers/Service Users enables us to comply with the customer/service users contract. All data is processed solely in accordance with the directions provided by the applicable customer/service users.

In the course of providing a personal safety service (for instance, in an emergency situation) we may need to pass your personal data onto contracted third-party service providers as well as to the Emergency Services such as a Safeguard disclosure. Any third parties that we share personal data with are obliged to keep your details securely, and to use them only to fulfil the service required at the time. When they no longer need your data to fulfil this service, we require them to dispose of the details in-line with the procedures outlined in our third-party supplier agreements.

Communications

In general, you can browse our website without giving us any personal information.

However, there are additional activities on our website that require you to submit personal data. For example:

- downloading brochures and advice guides
- subscribing to our newsletters
- completing an online form to request more information or a referral

If you choose to withhold any personal data requested by us, it may not be possible for you to gain access to certain content or for us to respond to your query.

We use the personal data collected in this way for various reasons:

- to tell you about the information you've asked us to tell you about
- to contact you if we need to obtain or provide additional information
- to check our records are right and to check every now and then that you're happy and satisfied

We may also use personal data to provide you with information on our products and services that we think may be of interest to you. You can unsubscribe to general mailings at any time by clicking the unsubscribe link at the bottom of our emails or by emailing the team at info@inspireachieve.co.uk

You can also contact our team to notify them of any other preferred method of communication.

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The Privacy and Electronic Communications Regulations (PECR) sit alongside the Data Protection Act and GDPR, outlining the specific privacy rights in relation to electronic communications. To find out more about PERC visit <https://ico.org.uk/for-organisations/guide-to-pecr/> Under the guidelines of PECR Inspire and Achieve Foundation can contact you in your professional capacity by email, or telephone with programme news and updates. Inspire and Achieve Foundation will never contact you with marketing communications unless it is under one of the below conditions:

- a pre-existing professional, or personal relationship
- a financial or contractual agreement
- it's believed the information is of genuine and legitimate interest to you

Remember, if you do not find our marketing communications of use or interest, you can easily choose to unsubscribe from emails at any time. We will make all possible effort not to contact you again using this method (or any other form of marketing communication) and will delete your data from our active email marketing lists.

We don't rent or trade email lists with other organisations and businesses.

We use products to analyse traffic to our website (such as Google Analytics) in order to understand our visitors' needs and to continually improve the performance of our website. The Google AdWords tool is used to provide us with statistics relating to the use of our website and show you advertisements for our products and services which we think may be of interest to you as you browse other websites. You can find out more about the Google's Analytics Service at <http://www.google.co.uk/intl/en/analytics/privacyoverview.html> and about ads settings at <https://www.google.com/settings/ads>

We use a third-party provider to deliver our emails.

Cookies

A cookie is a small file text file a website transfers to your computer when you visit a website. When you visit the site again, the cookie allows that site to recognise your browser. Cookies may store user preferences and other information. You can configure your browser to refuse all cookies or to indicate when a cookie is being sent. However, some website features or services may not function properly without cookies. Inspire and Achieve Foundation uses cookies to gather information from our website visitors such as pages visited (and how often they are visited) and to enable certain features on our website. Cookies cannot give Inspire and Achieve Foundation access to your computer or to information beyond what you provide us.

If you would like to delete cookies already stored on your computer or to stop the cookies that keep track of your browsing patterns on the website, you can do so by deleting your existing cookies and/or altering your browser's privacy settings to block cookies (the process you follow will differ from browser to browser). If you would like more information on how to do this, please visit

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www.allaboutcookies.org. Please note that deleting our cookies or disabling our future cookies means that you may not be able to access certain areas or features of the website.

External Links

The Inspire and Achieve Foundation website may include relevant hyperlinks to external websites not controlled by Inspire and Achieve Foundation. Whilst all reasonable care has been exercised in selecting and providing any such links, you are advised to exercise caution before clicking any external links. We cannot guarantee the ongoing suitability of external links, nor do we continually verify the safety or security of the contents which may be provided to you. You are advised, therefore, that your use of external links is at your own risk and we cannot be responsible for any damages or consequences caused by your use of them.

Our legal basis for using Personal Data

Yes. At your request, Inspire and Achieve Foundation can confirm what personal data we hold about you and how it is processed. Please note, that if your personal data has been provided to us by a Customer e.g. your referral agency, we may notify them of your request. (Please also note that, subject to the terms of our contracts with our Customers/Service Users, we do not accept any obligation to retain personal data and we may delete it from our systems at any time)

You can contact us at any time to:

- Request details of the personal data that Inspire and Achieve Foundation has about you.
- Correct any incorrect personal data that Inspire and Achieve Foundation has about you.
- Provide supplemental information to us if the personal data that Inspire and Achieve Foundation has about you is incomplete
- Ask us to delete personal data that Inspire and Achieve Foundation has about you – your right to be forgotten. In order to request the deletion of your data please contact infodpo@inspireachieve.co.uk

You also have a number of other general rights under the GDPR relating to the processing of personal data such as the right to restrict and/or object to certain types of processing (including direct marketing), rights of data portability, and rights relating to automated decision-making and profiling (please note that not all of these may be applicable, depending upon the circumstances). You can find out further information about your rights at <https://ico.org.uk/for-organisations/data-protection-reform/overview-of-the-gdpr/individuals-rights/>.

You have also a right to be provided with certain information about the processing of personal data and for that information to be provided within certain timescales. Our Privacy Policy already provides you with most of this information.



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What forms of ID will I need to provide in order to access this?

Inspire and Achieve Foundation accepts the following forms of ID when information relating to your personal data is requested: Passport, driving licence, birth certificate.

If Inspire and Achieve Foundation does not address your request or fails to provide you with a valid reason why it is unable to do so, you have the right to contact the Information Commissioner's Office to make a complaint. You can do this via their website (www.ico.org.uk) or by telephone 0303 123 1113.

If you have any additional questions, about Inspire and Achieve Foundation's collection, processing and storage of data, please contact us at infodpo@inspireachieve.co.uk or by calling us on 07805 787 428. Alternatively, you can write to us at:

Attention of the Data Protection Officer – infodpo@inspireachieve.co.uk