



Website Privacy Policy

Antoin Akpom Achievements Foundation is a charity based in Leicester. We are set up to deliver workshops nationally, with Leicester being our primary location and registered office. We deliver a range of workshops and projects which have been funded by VRN (Violent Reduction Network) Leicester/shire Police Crime Commission Office, Leicestershire County Council Community Fund, Department of Digital, Culture, Media & Sport, The National Lottery Community Fund, Lotto 25.

This privacy policy covers what we do with any information we collect about you when accessing the Antoin Akpom Achievements Foundation website (WWW.AAA4SUCCESS.CO.UK)

Antoin Akpom Achievements Foundation is registered with charity commission. Charity number 1173362

Lawful basis for processing data

We use the following lawful bases for processing your data:

Based on our legitimate interests:

1. We collect basic contact information from the participants we support along with session project workers and volunteers we need to deliver our projects.
2. To contact individuals about opportunities or events which are hosting which may be relevant to them. (e.g support requested by the participant such as mentoring, mental health practitioner. New projects and workshops and appointment with an employee for work experience or apprenticeship) They may opt out of this at any given time.

3. Based on explicit consent:

- To collect special categories of personal data such as health issues to ensure that we meet the needs of anyone who accesses our training
- To send marketing communications where we ask for your consent

What we collect

We collect the data for the purpose of completing evaluation reports to our funders (Statistics) No personal details are used for this purpose. We collect personal data which is not shared unless authorised by the individual (when sign posting for support only)

- Name
- Address
- Email address
- Telephone number

We may also request special categories of personal data, for which we will always seek explicit consent.

Occasionally we may also ask for the participant to voluntarily provide additional information as part of surveys and feedback.

When you visit our website, we collect data about your visit using Google Analytics cookies.

How we use your information

Your information will only ever be used to help us deliver and report on our services.

Your data is stored on our database, which is only accessible to Antoin Akpom Achievements Foundation management team.

Data sharing

We do not share any personal data with third party organisations unless absolutely necessary in order to fulfil an obligation to you (for example, we would need to provide your information to a third party if they will be assisting you with support you agreed to). Where we would need to share your personal data with a third party, we would always notify you first and give you the opportunity to ask us not to share the data.

Antoin Akpom Achievements Foundation uses external services to perform some of its functions, such as those used to host our website. (AS Global Maarketing). We do use your information to help with the statistics in our reporting. Unless an individual has given explicit consent our reporting never includes personal data or anything that could identify a specific person, only anonymous statistical data which helps us to monitor and improve the performance of our services are used.

Data retention period

Personal data will be stored for up to 7 years after the last point of contact with you. After that point we will retain anonymized data on your group for the purposes of reporting. You have the right to contact us at any point to erase or update your personal data. Please bear in mind that if we erase your personal data from our systems, we will no longer be able to offer you our support services.

Marketing

We would like to send you information about news and events relating to Antoin Akpom Achievements Foundation projects, workshops or events.

If you consent to receive marketing, you can opt out at any time by clicking the 'Unsubscribe' link at the bottom of our emails.

We will also communicate directly with you by phone or email about the activities you are doing as part of our Sector Support service.

Access to your information

You have the right, at any time, to ask us what information we have about you, request amendments or updates to that information, or to ask us to delete information we hold on you. You can submit an information request by completing our Data request form.

Cookies

Cookies are small text files placed on your computer by websites you visit to help track your behaviour on those sites. For example, we use Google Analytics tracking cookies to understand how you use our site, which allows us to improve the overall website experience.

You can configure your browser to block websites from accepting cookies and to delete any existing cookies that have already been downloaded. However, please note that blocking cookies may stop some features of our website from working correctly.

Please note: Cookies cannot be used to run code or programs, or to deliver viruses to your computer.

You can find out more about cookies on the Information Commissioner's Office (ICO) website: <https://ico.org.uk/for-the-public/online/cookies/>

Other websites

This privacy policy only applies to Antoin Akpom Achievements website only.

We intend to add links to websites of other organisation where you may get support and advice from. When you link to other websites it is advised that you should read their privacy policies.

Changes to this privacy policy

Our privacy policy will be reviewed regularly, any updates may be made to this page. Please check back from time to time to ensure that you have read the most up-to-date version of this policy.

Policy last updated: February 2021