

Privacy Policy

The Ivors Academy Trust (UK Registered Charity No 1080325) ("us" "we" "our")

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1. Policy Statement

The privacy and data security of everyone we work with is important to us. We enable people to be informed about and involved with the charitable purposes of The Ivors Academy Trust (hereinafter "the Trust") through our public education and grant programmes and our communications and fundraising activities. This statement explains how we use personal data for these purposes and your rights and options in relation to it.

Everyone has rights about the way in which their personal data is handled. During the course of our activities we will collect, store and process personal data about our beneficiaries, donors, supporters, suppliers and other third parties, and we recognise that the correct and lawful treatment of this data will maintain confidence in the organisation, thereby enabling us to carry out our charitable purposes.

2. Third party websites

Our page may contain hyperlinks to websites controlled by third parties. This Privacy Policy does not cover those websites, and we are not responsible for their privacy practices or content.

3. Instances where we collect personal data

There are many instances in which we may collect information about you. For example, we may collect information if you:

- Are the beneficiary of one of our grants or bursaries
- Sign up to be a Trustee of our organisation
- Attend an event we host or are involved with
- Donate to the Ivors Academy Trust via our website or other portals
- Sign up for a programme we are involved with through a partner organisation
- Subscribe to our newsletters, request information from us or join a campaign
- When you visit one of our websites or social media pages via technologies such as cookies and other online identifiers
- Make comments on our social media, or mention one of our accounts

- Apply for a job with us
- Contact us or become involved with us in any other way than as stated above.

4. Types of personal information we collect

The information we may collect from the above interactions may include, but is not limited to any of the following:

- Your name, address, telephone number, mobile number and email address, along with your preferences as to how we should contact you in the future
- Financial and credit card information which you give to us making a donation, including your gift aid status (note that we do not store credit or debit card information)
- Records of your donation history and correspondence with us
- Details of your visit to our websites, including technical information such as the IP address you use to access the website, your device, browser type and version
- We might obtain personal data about individuals who may be interested in giving major gifts to organisations like ours. In these limited cases only, in addition to information you give us directly, we may also collect information from publicly available sources about your work or interests
- Any other details in which you give us including your reasons for supporting us.

5. Sensitive personal data

In limited and specific circumstances, we may collect special categories (sensitive personal data) of information from you. These special categories of sensitive personal data may include:

- information about your ethnicity, sexuality, education status, socio-economic status or disability status.
- financial records for the purposes of verifying financial status,
- If we are required to do so for legal or governance reasons, a scan of your identity documents to verify your identity.

Circumstances where we would collect this information include:

- If you apply for a grant or bursary.
- If you apply for a job or Trustee position with us
- If you participate in research or feedback interviews, surveys, or focus groups.

This information will only be used for monitoring the diversity of our applicants and to ensure that our selection processes are being fairly applied or fulfilling our legal and governance duties. The data will only be used for the stated purpose and kept no longer than is necessary for that purpose. Where possible we will collect the information on an anonymous basis so that you cannot be identified.

6. Legal basis for processing personal data

The law requires us to have one or more of the 6 lawful grounds to collect and use your personal information. The following are relevant to the purposes set out above:

- Where you have given your consent (for example, to receive marketing emails and text messages). This consent can be withdrawn.
- Where there is a contract and the use is necessary for the performance of the contract or to take steps at your request prior to entering into it.
- Where there is a legal obligation. For example, to share your personal information with HMRC to process Gift Aid.
- Where it is in your/somebody else's vital interests (for example in the case of a medical emergency suffered at an event).
- Where we have a "legitimate interest" in the collection and use. The law allows personal information to be collected and used if it is necessary for a legitimate interest – see our legitimate interests below.

7. What are The Ivors Academy Trust's legitimate interests?

The Ivors Academy Trust's interests are in the running of a charitable entity with the aim of furthering our charitable objectives. Instances where we may collect personal data to fulfill our legitimate interests may include the following:

- Charity governance, including delivery of our purposes, statutory and financial reporting and other regulatory compliance.
- Administration and operational management, including responding to enquires, providing information, research, donor due diligence, events management, the administration of our projects and employment and recruitment requirements.
- Fundraising, marketing and campaigning, including administering campaigns and donations.
- Providing charitable services, such as charitable programmes, events or grants.

8. Will we disclose your information to third parties?

We may share your personal information with the external parties set out below. We require these third parties to respect and safeguard your personal information and only in accordance with our instructions.

- consultants or other advisers
- suppliers and sub-contractors for the performance of any contract we have with them – for example for IT services such as website hosting
- insurers and professional service providers such as accountants and lawyers
- financial companies that collect or process donations on our behalf, and external fundraising platforms
- regulatory authorities, such as HMRC.

We also reserve the right to disclose your information to third parties for their own purposes in some limited cases. For example:

- If we are acquired by or merge with another charitable organisation, in which case we may be required to disclose it to the organisation.
- If we are under a legal or regulatory duty to do so.
- To protect the rights, property and/ or safety of the charity, its personnel, supporters, users or others (including you).

9. Protecting your personal data

We have put in place appropriate and proportionate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected personal information breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

Please note that transmission of information via the internet can never be completely secure and we cannot guarantee the security of any information transmitted in this way.

10. How long do we hold your personal information for?

We will only retain your personal information for as long as necessary to fulfil the purposes for which we collected such information, including for the purposes of satisfying any legal, accounting or reporting requirements.

11. Your legal rights

You have a number of rights in relation to our use of your personal information as set out below.

- **right of access** – you may request a copy of your personal data and other supplementary information held by us.
- **to withdraw consent** – where we are relying on your consent to use your personal information, you can withdraw that consent at any time.
- **object to processing (use)** – you have the right to object where we are (i) relying on the legal basis of our legitimate interests (ii) using your personal information to send direct marketing or (iii) using it for statistical purposes.
- **to erasure** – in some cases, you can ask us to delete your personal information from our records (or anonymise it). We may retain some (limited) information in order to ensure you are not contacted by us in the future.
- **to restrict processing** – instead of deletion, you may ask us to restrict our use of your personal information if there is disagreement about its accuracy or legitimate usage.
- **to rectification** – if you believe our records concerning you are inaccurate, you can ask us to update them. You can ask us to check the personal information we hold about you if you are unsure.
- **to 'data portability'** – this means that, where we are processing your personal information using automated means on the basis of consent, or to perform a contract, you can ask us to transfer it to you or another service provider in a usable format.

To exercise any of these rights, please contact us (details below) with an explanation of the rights you wish to exercise.

12. Contact us about your data

If you have any questions or concerns about this Privacy Policy or our use of your personal information that you feel have not been covered, please let us know by contacting us in one of the following ways:

By email: info@ivorsacademytrust.org

By phone: 020 7636 2929

This Privacy policy may change from time to time and was last updated May 2025.