



AIM Achieve Inspire Motive

Data Protection and GDPR Policy

January 2020

This policy applies to all staff, the board of trustees, paid staff, volunteers, sessional workers, agency staff, students and anyone working on behalf of AIM.

The purpose of this policy is to:

- Ensure the appropriate use and storage of a data relating to beneficiaries and their parents/guardian, volunteers, trustees
- Provide our staff and volunteers with the overarching principles that guide our approach to data handling and storage

Under GDPR, we need to tell you what data we collect about you and what we intend to do with it. This data protection policy sets out how we collect, process and protect your data.

If there is any specific data that you do not want us to keep, please let us know. However, this may affect our ability to offer your child our full services.

The legal basis on which we collect your data

When you use our website or otherwise provide data informally, the data is collected and processed based on your having given Consent. You can withdraw your consent at any time, and we will delete your data.

When your child joins the AIM programme or you book an event, we enter a contract to deliver a service. Data is then collected and processed on the basis on contract.

How we obtain your data

In most cases, the data we process is obtained directly from yourself. If a third party referred you, they might have given us some information about you. The information would typically include your name, contact details and your relationship to the referrer. However, we have no control over the information they supply. Additionally, when you use our website, we receive some information, such as your IP address and browser details.

The data we keep and how we use it

Here we list the data we might keep about you. It is impossible to have a comprehensive list, and we do not keep all this information for every person. We only record, and save the information we need.

- Name: this helps us get to know you and identify you.
- Your child's name, date of birth and the school they attend
- Address, email address, phone number(s): We need this information to contact you.
- Employment, income, living situation and support: We use this information as part of our client assessment process to help us select the children we support via the AIM programme
- School/employer/agency details:
- Parents, siblings and children: We often need to know something of your background as part of the assessment process.
- Broader familial information: Sometimes, we need more extensive family information. This information is necessary to understand the client's world and, potentially, for child/vulnerable adult protection purposes.
- IP address and metadata: When you use our website, we receive and process your IP address and data about your device and web browser. We need this information to deliver the website. For further details, see our Privacy Policy.
- Cookies: Cookies are used to make parts of our website work and for website tracking and analytics.
- Web forms: When you submit a form on our website, the details are sent to us by email.

Event Booking

We use third party online services to book our events – Currently Eventbrite. Eventbrite, and certain approved third parties, use functional, analytical and tracking cookies (or similar technologies) to understand your event preferences and provide you with a customised experience. Please refer to the Eventbrite Privacy Policy for details on how they store and process the information you provide in order to book AIM events.

Sharing your data

We will never sell your data or use it for any purpose we have not agreed.

We might share your essential contact details within our organisation so we can contact you in an emergency.

We might also share information with other organisations, however, we would only share the minimum necessary information. Where possible, we would get your explicit consent before sharing any data.

How we will store your data

We store all physical documents securely and electronic records in a password protected computer system.

How long we store your data and how we dispose of it

We keep contact details seven years after our last contact. We destroy all records by physical or electronic shredding or similar methods of secure destruction.

Data access

You may request access to any data we hold about you. Please make any request in writing to AIM Achieve Inspire Motivate, 47 Broadwater Down Tunbridge Wells, TN2 5NY

We will respond to any valid request within 28 days of receipt.

Contact Details

Designated Data Protection Officer (DSO) and Trustee

Name: Kate Murphy

Telephone: 07931 184596

Email: ksmurphy@hotmail.co.uk

We are committed to reviewing our policy and good practice annually. This policy was last reviewed February 2020.

Signed: _____ Date: _____