



## Website Privacy & Cookie Notice

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**Who are we?**

We are the Aldridge Foundation, (in this Notice, we refer to ourselves as Aldridge Foundation, "we", "us", and "our"). We are committed to protecting your personal Information.

This Privacy Notice explains how we use any personal information we collect, from you or that you provide to us when you contact us by phone, email, letter, complete an application form, attend any of our events or use our website [aldridgefoundation.com](http://aldridgefoundation.com) (our Site).

How can you contact us?

If you have any questions about how we handle your personal information, please contact us at [hello@aldridgefoundation.com] or Aldridge Foundation, Fifth Floor, 8 City Road, London EC1Y 2AA.

What information do we collect and why do we use it?

We may collect technical, contact, financial, communication and other information about you. We do this if you:

- use our Site, contact us or give us feedback,
- complete a survey that we use for research or evaluation purposes,
- sign up to receive newsletters, updates or other marketing,
- apply for a bursary;
- make a donation
- volunteer or partner with us
- participate in one of our programmes
- attend one of our events or workshops.

When we collect	What we collect	What it is used for	Why we do this
Use our Site	<p><b>Technical Information</b></p> <ul style="list-style-type: none"> <li>• Internet Protocol (IP) address</li> <li>• browser type and version (and browser plug-in types and versions)</li> <li>• device IDs</li> <li>• operating system</li> <li>• hardware version</li> <li>• device settings</li> <li>• file &amp; software names and types (associated with your device and/or the Site)</li> <li>• information relating to your mobile operator or Internet Service Provider (ISP).</li> </ul> <p><b>Information about your visit</b></p> <ul style="list-style-type: none"> <li>• full Uniform Resource Locators (URL)</li> <li>• clickstream to, through and from our Site (including date and time)</li> <li>• pages and services you viewed or searched for</li> <li>• demographic information (including age and gender)</li> <li>• page response times</li> <li>• download errors</li> <li>• length of visits to certain pages</li> <li>• page interaction information (like scrolling, clicks, and mouse-overs)</li> <li>• traceable campaign links (e.g. in emails or via tracking URLs)</li> <li>• methods used to browse away from the page</li> <li>• phone number or social media handle used to connect with us</li> </ul>	<p>To ensure content from our Site is presented in the most effective manner for you and for your device.</p> <p>To understand how people use our Site and our services, and how we can improve our Site and our services.</p> <p>To use data analytics to improve our Site, products/services, marketing, user and partner relationships and experiences.</p>	<p>It is <b>important in our legitimate interests</b> to continually learn and improve (and we balance this with your own rights). For any cookies which aren't necessary for our Site to operate, we will use these with your <b>consent</b>.</p>
If you contact us or give us feedback	<p><b>Contact Information</b></p> <ul style="list-style-type: none"> <li>• first and last name,</li> <li>• email address,</li> <li>• home address,</li> <li>• phone number(s),</li> <li>• social media handle</li> </ul> <p><b>Communications Information</b></p> <ul style="list-style-type: none"> <li>• emails,</li> <li>• texts &amp; other digital messaging,</li> </ul>	<p>To reply to you, including answering any questions and troubleshooting any issues you may have with our Site or our services.</p> <p>To administer any forms or surveys you complete.</p>	<p>It is <b>important in our legitimate interests</b> to help you use our Site and our services, and to understand how we can improve.</p> <p>It is also part of any <b>contract</b> we've agreed to with you.</p>

When we collect	What we collect	What it is used for	Why we do this
	<ul style="list-style-type: none"> <li>• calls,</li> <li>• letters,</li> <li>• survey responses,</li> <li>• any in-person conversations you have with us.</li> </ul>		
If you support us or make donations	<p>Contact Information</p> <p>Records relating to the nature of your support</p> <p>If you wish to make a donation, we can either direct you to a separate secure third-party payments provider or you can make a transfer directly to the charity's bank account. We do not collect any payment information from you.</p>	To assist us in delivering the charitable objectives of the Aldridge Foundation.	<b>It is important in our legitimate interests for us to manage the charitable objectives of the Aldridge Foundation and our Site.</b>
If you sign up to receive newsletters, updates or other marketing from us	<p><b>Contact Information</b></p> <p><b>Communication preferences</b></p> <ul style="list-style-type: none"> <li>• if you have opted-in or out of receiving our promotional communication,</li> <li>• any specific communication preferences.</li> </ul>	Send you newsletters, events, updates, or asking you to complete a survey	<p>We do this with your consent.</p> <p>We also do this to <b>comply with the law.</b></p>
If you apply for a <a href="#">bursary</a> through us	<p><b>Contact Information</b></p> <p>Including your full name, postal address, e-mail address and telephone number</p> <p><b>Communications Information</b></p> <p><b>Application Information</b></p> <ul style="list-style-type: none"> <li>• personal details including age and gender</li> <li>• Aldridge education background</li> <li>• current employment/ education status</li> <li>• work experience and employment history</li> <li>• financial situation</li> <li>• Interests and attainments</li> <li>• referee information</li> <li>• any additional supporting information you choose to provide relevant to your personal circumstances, interests or attainments.</li> </ul>	<p>To manage communications with you in relation to your bursary application</p> <p>To help assess applications and ensure bursaries are assessed and awarded fairly and proportionately</p>	<b>It is important in our legitimate interests to deliver the Aldridge Foundation's objectives which are to help empower and raise the aspirations and employability skills of young adults and students</b>

When we collect	What we collect	What it is used for	Why we do this
If you participate in one of our programmes or attend one of our events or workshops	<p><b>Contact Information</b></p> <p><b>Attendance Information</b></p> <ul style="list-style-type: none"> <li>any information you provide as part of your attendance – for example, any dietary requirements.</li> <li>Event surveys and feedback.</li> </ul>	Manage and improve our events, including managing attendance, speakers, suppliers and getting feedback.	It is <b>important in our legitimate interests for us</b> to manage and improve our events. Where information relates to your accessibility/health requirements then with your explicit consent.

### Who do we share your information with?

We may share your personal information with our partners including the schools we work with, our service providers and professional advisors, our business partners, and if we are legally required to.

We may share your personal information with:

- our service providers, organisations who support the services we offer through the Site and only process your personal information on our behalf, following our instructions and data protection law

Service providers help us with things like:

- website and data hosting,
- website and application analytics and search engine providers,
- managing our communication and newsletter lists,
- sending emails and other correspondence,
- IT support.

Our service providers will only use your information to provide their services to us.

- our auditors, legal advisers and other professional advisers.
- anyone that we must disclose information to in order to protect our rights, property, or safety, our users and partners, or other third parties, and to enforce our rights under this Notice. This includes exchanging information with other companies and organisations for the purposes of detecting and preventing fraud, and cyber-crime.
- if required to do so under a court order or if we are (or believe we are) under a duty to comply with any legal obligation. This includes exchanging information with law enforcement agencies, regulators, or other similar government bodies.

### Where we store your information?

We are based in and process personal Information in the United Kingdom. We may however transfer your personal information outside the UK (or, if you are in the European Union ("EU") or European Economic Area ("EEA"), outside of the EU/EEA):

- to store it, and so we can provide our Site and services to you.
- where we are legally required to do so.

We may also store your information with third parties who work with us to help us to provide our services to you.

If we transfer your information internationally, we will take steps to ensure your information is legally protected.

### **How do we protect your information?**

We protect your information in various technical, organisational and contractual ways:

- we use technical security measures (for example, encryption or multi-factor authentication), and
- we take steps to make sure that only people who need to use your data have access to it, and that our staff understand how use personal data responsibly and keep it safe.
- we require our service providers to contractually promise to take steps to protect the data we give them (including limiting the data we share, and requiring confidentiality commitments).

### **What if we link to other websites?**

We may link to other websites. The websites will have their own privacy information, which you should read before using or sharing personal information with the site. We are not responsible or liable for these websites, any content on them, or their policies and notices. A link does not mean we endorse the views of the linked website. We have no control over the availability of any of these websites.

### **How long do we keep your information for?**

We usually don't keep your information for any longer than we need to, but we might keep it for longer if we need to fix an issue or keep records.

We will usually keep personal information:

- for as long as necessary for the original reasons we collected it (for example, for as long as we are supporting you or for as long as you wish to receive our newsletters and communications),
- in the context of bursary applications, we delete any unsuccessful bursary applications following the completion of the application assessment process; and
- relating to transactional records of the administration of our funds and services for up to six years following the conclusion of the primary purpose to identify any issues and resolve any legal proceedings.

We may keep your personal information for longer in some circumstances, if applicable law says we are required to.

If you opt-in to promotional communications from us and later change your mind (or object to any other use of your personal information), we may keep a record of your opt-out or objection for longer so we can demonstrate we respect your preferences.

We may combine and anonymise individuals' information, and we may keep anonymised information indefinitely.

### **How can you control your personal information?**

You have certain rights over your personal information. Please ask us and we would be happy to help.

You may have the right to:

- find out what information we hold about you.
- ask us to provide you with a copy of your information.
- ask us to make changes to your information.
- ask us to correct, delete, limit or stop using your information.
- ask us to move your information to a third party.
- change your mind about us holding your information (or sending you promotional communications).

These rights are not absolute – if a right doesn't apply, or only applies to some of your information or some of the things we do with it, we'll let you know as part of our reply to you.

If you would like to exercise any of these rights over your information, you can contact us at [hello@aldridgefoundation.com](mailto:hello@aldridgefoundation.com)

If you have any concerns, you have the right to make a complaint to a data protection supervisory authority. In the UK, the supervisory authority is the Information Commissioner's Office (ICO). You can visit their website at [www.ico.org.uk](http://www.ico.org.uk).

### **What have we last changed in this Privacy Notice?**

We last updated this Notice on 14 December 2021.

### **Cookie Notice**

Our Sites use cookies and/or other similar technologies such as device-IDs, pixel tags and web beacons to collect and store information about you.

#### **What are cookies?**

Cookies are usually pieces of information or code that a website transfers to or accesses from your computer or device to store, and sometimes track, information about you.

Cookies let websites remember you and your preferences, manage different features and content, store searches, and personalise content.

#### **How does our Site use cookies?**

Our Site uses cookies (alone or combined) to create a unique device ID, and to distinguish you from other users. This helps us to improve your experience and improve our Site.

Some cookies only last while you use our Site. Some cookies are used to remember you when you visit again, and will last for longer.

We use strictly necessary cookies if it is in our legitimate interests (balanced with your rights). We use all other cookies with your consent.

#### **Disabling Cookies**

The effect of disabling cookies depends on which cookies you disable but, in general, the website may not operate properly if all cookies are switched off.

If you want to disable cookies on our website, you need to change your website browser settings to reject cookies. How you can do this will depend on the browser you use.

### **Microsoft Internet Explorer**

1. Select the Tools menu > Internet Options
2. Click on the Privacy tab
3. Click on Advanced within the Settings section and select the appropriate setting

#### **Google Chrome**

1. Select Settings > Advanced
2. Under Privacy and Security > Content settings.
3. Click Cookies and select the relevant options

#### **Safari**

1. Select Preferences > Privacy
2. Click on Remove all Website Data

#### **Mozilla Firefox**

1. Choose the Tools menu > Options
2. Click on the Privacy icon
3. Select the Cookie menu and select the relevant options

#### **Opera 6.0 and further**

1. Choose Files menu > Preferences
2. Select Privacy

We may also separately prompt you regarding our use of cookies on the Site.