
AKO Foundation Privacy Notice

About this Privacy Notice

AKO Foundation ("the Foundation", "we", "us" and "our") is committed to protecting and respecting your privacy.

This Privacy Notice explains how we collect, use, store and protect personal data relating to individuals who interact with the Foundation, including grant applicants, grant recipients, donors, service providers, representatives of organisations and other individuals whose personal data we process in connection with our charitable activities.

AKO Foundation is the data controller for the purposes of UK data protection legislation.

AKO Foundation

Charity Number: 1151815

Company Number: 08385711

Registered Office: 1 Newman Street, London, W1T 1PB

We may update this Privacy Notice from time to time to reflect changes in our activities or legal obligations. The most recent version will always be available on our website.

Personal Data We May Collect

We may collect and process the following categories of personal data.

Information provided by you

This may include:

- your name, address and contact details;
- your organisation, role or job title;
- information contained in grant applications, reports and correspondence;
- bank account and payment information where relevant to grants, donations or other arrangements; and
- any other information that you choose to provide to us.

Information we collect or generate

This may include:

- information relating to grant applications and grants awarded by the Foundation;
- due diligence and assessment information;

- records of meetings, correspondence and decisions;
- information required to manage relationships with grant recipients, donors, suppliers and other contacts;
- financial and accounting records; and
- limited technical and security-related information generated through the use of our information technology systems.

Information obtained from other sources

This may include information obtained from:

- the Charity Commission;
 - Companies House;
 - publicly available websites and publications;
 - professional advisers;
 - referees or other third parties connected with grant applications; and
 - government, regulatory or law enforcement authorities where appropriate.
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How We Use Personal Data

We may use personal data for the following purposes:

- assessing and administering grant applications;
- monitoring and evaluating grants awarded by the Foundation;
- carrying out due diligence in connection with grants and other charitable activities;
- communicating with grant applicants, grant recipients, donors, suppliers and other contacts;
- facilitating introductions and connections between organisations working in similar fields where this supports the Foundation's charitable purposes;
- maintaining financial, accounting and audit records;
- supporting governance, administration and decision-making processes;
- obtaining professional advice;
- protecting the Foundation's assets, information and charitable resources;
- maintaining the security of our information systems; and

- establishing, exercising or defending legal claims.
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Lawful Bases for Processing

We process personal data only where we have a lawful basis for doing so.

Contractual Necessity

We may process personal data where necessary to enter into or perform a contract with you or with an organisation that you represent.

Legal Obligation

We may process personal data where necessary to comply with legal and regulatory obligations, including obligations arising under charity, company, tax and other applicable laws.

Legitimate Interests

We may process personal data where necessary for the legitimate interests of the Foundation, including:

- carrying out our charitable purposes;
- assessing and administering grants;
- conducting due diligence;
- facilitating collaboration and knowledge-sharing between organisations where appropriate;
- maintaining effective governance and administration;
- preventing fraud and protecting charitable assets;
- maintaining appropriate records; and
- ensuring the security of our systems and data.

Consent

Where we rely on consent as the lawful basis for processing, you may withdraw that consent at any time.

Special Category Personal Data

In limited circumstances, we may process special category personal data, such as information relating to health, ethnicity, religious beliefs or other protected characteristics.

We will only process such information where permitted by law and where necessary for purposes such as:

- assessing grant applications;
 - complying with legal obligations;
 - safeguarding individuals;
 - promoting equality, diversity and inclusion; or
 - establishing, exercising or defending legal claims.
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Sharing Personal Data

We may share personal data with third parties where reasonably necessary for the purposes described in this Privacy Notice, including:

- banks and payment service providers;
- professional advisers, including legal, tax, accounting and audit advisers;
- technology and information systems providers;
- regulators, government authorities and law enforcement bodies where required by law; and
- service providers who support the Foundation's operations.

Where personal data is shared with third parties, we take appropriate steps to ensure that it is protected and processed in accordance with applicable law.

International Transfers

In some circumstances, personal data may be processed outside the United Kingdom, including through the use of cloud-based technology providers and other service providers.

Where personal data is transferred internationally, we will ensure that appropriate safeguards are in place in accordance with applicable data protection law.

Information Security

The Foundation takes appropriate technical and organisational measures to protect personal data and the security of its information systems.

We maintain safeguards designed to prevent unauthorised access, disclosure, alteration or destruction of personal data.

Retention of Personal Data

We will retain personal data only for as long as necessary for the purposes for which it was collected, including to satisfy legal, regulatory, accounting and reporting requirements.

In determining appropriate retention periods, we consider the nature and sensitivity of the information, the purposes for which it is processed, any risks arising from its use or disclosure, and any applicable legal or regulatory requirements.

Keeping Information Up to Date

It is important that the personal information we hold about you is accurate and current.

Please let us know if your personal information changes during your relationship with the Foundation.

Your Rights

Subject to applicable law, you may have the right to:

- access the personal data we hold about you;
- request correction of inaccurate or incomplete personal data;
- request deletion of personal data in certain circumstances;
- request restriction of processing in certain circumstances;
- object to processing in certain circumstances;
- request the transfer of certain personal data to another organisation;
- withdraw consent where processing is based on consent; and
- lodge a complaint with the Information Commissioner's Office.

We may ask for information to verify your identity before responding to a request made under data protection legislation.

Further information about your rights is available from the Information Commissioner's Office website at www.ico.org.uk.

Contact Us

If you have any questions about this Privacy Notice or how the Foundation processes personal data, please contact:

AKO Foundation

1 Newman Street
London W1T 1PB

Email: privacy@akofoundation.org

You also have the right to complain to the Information Commissioner's Office if you believe that your personal data has been processed in breach of applicable data protection law