

## Achatés Philanthropy Ltd privacy policy

Achatés Philanthropy is dedicated to protecting the privacy of its clients and any relevant third-party data to support its clients' services in agreement with the client. Achatés Philanthropy will only use and store any relevant client data for the purposes of supporting an agreed client project and will do so in accordance with the Data Protection Act (1998), the Privacy and Electronic Communication Regulations (2003) and as of 25 May 2018, the EU General Data Protection Regulation (EU 2016/679). The client remains the data controller and Achatés Philanthropy will only work with clients on the basis that their own data processing practice is in line with Achatés Philanthropy's practice.

Achatés Philanthropy is a company limited by guarantee (185762371) registered in England and Wales.

### Who we are

Achatés Philanthropy is a fundraising and strategic planning services company which brings together a team of highly experienced cultural sector managers and fundraisers to offer an ethical, tailored approach to organisations of all sizes – helping them achieve a long-term, sustainable position and maximise the impact of their work.

Our ethos is based on quality of service and that's how we came by our name. In Virgil's *Aeneid*, Achatés was the close friend and loyal advisor of Trojan leader, Aeneas. We thought this described the exact relationship we offer our clients.

### Our work with clients

Our clients are charities and statutory bodies, whom we support with a range of fundraising and strategic planning services to enable the development of their charitable objectives.

Clients may provide us with samples of their data in order to inform our work to support their fundraising. This data may represent existing audience members and donors and will often have been collected in a variety of ways by the client including when purchasing a ticket or a membership, making a donation, signing up to projects or programmes, joining a mailing list or registering on a website.

This data will be supplemented with intelligence collected from publicly available sources which may include obtaining information from clearly identified stakeholders, for instance interviewees. Data will only be processed in agreement with our clients, where it is necessary to support clients to carry out their business or to deliver on their charitable objectives.

**How do we protect client data?**

Achates Philanthropy adopts robust and appropriate policies to protect data samples shared by clients. Our work is delivered by our expert team of freelance Associates who work to our high professional standards, and are regularly briefed by Achates Philanthropy on legislation pertinent to their working practice to ensure best practice standards. Associates remain personally responsible for their own data-processing practice in line with both our Associate and client data processing agreements.

Any agreed data sample will be requested from clients via a secure data transfer platform and will be stored securely. Any data sample will be held by Achates Philanthropy for a maximum period of two months following the conclusion of a project, unless otherwise specified and agreed with the client.

If you have a question about the data we hold, please do get in touch. We will be happy to remove you from our lists if requested and will notify the relevant client/s of this action.

*18 May 2018*