

# Privacy Policy

## 1. Introduction

Asterion Academy CIC is committed to safeguarding the privacy of our website visitors and service users. This policy sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us.

## 2. Important Information and Who We Are

### Purpose of This Privacy Policy

- This privacy policy aims to provide information on how Asterion Academy CIC collects and processes your personal data through your use of our website, including any data you may provide through this site when you register for an event, subscribe to our newsletter, or take part in a survey.

### Data Controller

- Asterion Academy CIC is the controller and responsible for your personal data collected through the website.

### Contact Details

Full name of legal entity: Asterion Academy CIC

Email address: [office@asterionacademy.com](mailto:office@asterionacademy.com)

Postal address: Flat 6 45 Llanover Road, Wembley, England, HA9 7LL

- It is very important that the information we hold about you is accurate and up to date. Please let us know if at any time your personal information changes by emailing us at the above address.

## 3. The Data We Collect About You

We may collect, use, store, and transfer different types of personal data about you. This may include:

- Identity Data: Full name, username, title, date of birth, and gender.
- Contact Data: Postal address, email address, and telephone numbers.

- **Technical Data:** Internet protocol (IP) address, browser type and version, time zone setting and location, browser plug-in types and versions, operating system and platform, and other technology on the devices you use to access this website.
- **Usage Data:** Information about how you use our website, programs, and services.
- **Marketing and Communications Data:** Preferences in receiving marketing from us and your communication preferences.

#### **4. How We Collect Your Personal Data**

We use different methods to collect data from and about you, including:

- **Direct Interactions:** You may provide us with personal data by filling in forms or corresponding with us by post, phone, email, or otherwise. This includes personal data you provide when you:
  - Sign up to receive our newsletter or other communications.
  - Register for an event or webinar.
  - Submit an enquiry form on our website.
  - Apply for a membership, grant, scholarship, or other forms of assistance.
  - Take part in surveys or provide feedback.
- **Automated Technologies or Interactions:** As you interact with our website, we may automatically collect Technical Data about your equipment, browsing actions, and usage patterns through cookies and similar technologies.
- **Third Parties or Publicly Available Sources:** We may receive personal data about you from various third parties and public sources, such as analytics providers and social media platforms.

#### **5. How We Use Your Personal Data**

We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

- **Contractual Obligations:** To process your registration for an event or service, fulfil a donation or membership request, or carry out other agreements we have with you.
- **Legitimate Interests:** Where necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests. These may include keeping our records updated and conducting necessary marketing or research activities to sustain our non-profit operations.
- **Legal or Regulatory Requirements:** To comply with legal or regulatory obligations, including maintaining appropriate tax and financial records.

#### **6. Marketing Communications**

You will receive marketing communications from us if you have:

- Requested information from us or previously engaged with our services.
- Provided your details and opted in to receive such communications.

We will always provide an option to unsubscribe from marketing communications or newsletters.

## **7. Data Security**

We have implemented appropriate security measures to prevent your personal data from being accidentally lost, used, accessed, altered, or disclosed in an unauthorized manner. In addition, we limit access to your personal data to those employees, volunteers, and partners who have a legitimate need to access it.

## **8. Data Retention**

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including the satisfaction of any legal, accounting, or reporting requirements.

## **9. Your Legal Rights**

Under the UK General Data Protection Regulation, you have specific rights regarding your personal data. You can:

- Request access to the personal data we hold about you.
- Request correction of any incomplete or inaccurate information.
- Request the deletion of your personal data if there is no valid reason for us to continue processing it.
- Object to processing if you believe it infringes upon your rights.
- Request data portability in some circumstances.

Should you wish to exercise any of these rights, please contact us at the email or postal address provided above.

## **10. Changes to This Privacy Policy**

We may update this privacy policy occasionally to reflect legal requirements or changes in our data processing practices. We encourage you to review it periodically. Significant changes will be clearly communicated via our website or directly to you.