

Achates Philanthropy Foundation privacy policy

Achates Philanthropy Foundation 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. Achates Philanthropy Foundation 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 Achates Philanthropy Foundation will only work with clients on the basis that their own data processing practice is in line with the Achates Philanthropy Foundation's practice.

Achates Philanthropy Foundation is a company limited by guarantee in England. Company number 10361685; charity commission number 1173008.

Who we are

Achates Philanthropy Foundation was established in 2016 to act as an incubator for innovation in the cultural sector, encouraging new philanthropy and improving organisational resilience. We both develop programmes and respond to project proposals that meet our aims. Our ethos is based on quality of service and that's how we came by our name. In Virgil's *Aeneid*, Achates was the close friend and loyal advisor of Trojan leader, Aeneas. We thought this described the exact relationship we offer our clients.

How do we protect client data?

Achates Philanthropy Foundation 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 the Achates Philanthropy Foundation 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 Foundation 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.

1 October 2018