



Access – The Foundation for Social Investment (Access)

Privacy Policy

At Access, we're committed to protecting and respecting your privacy.

This Policy explains when and why we collect personal information about people who sign up to our newsletter, or contact us via e-mail, how we use it and how we keep it secure.

We may change this Policy from time to time so please check this page occasionally to ensure that you're happy with any changes. By remaining as subscribers to our newsletter, or contacting us via e-mail, you're agreeing to be bound by this Policy.

Any questions regarding this Policy and our privacy practices should be sent by email to info@access-si.org.uk or by writing to Access – The Foundation for Social Investment, 8-10 New Fetter Lane, New Fetter Place, London, EC4A 1AZ. Alternatively you can telephone 0207 084 6834.

How do we collect information from you?

We obtain information about you when you register to receive our regular newsletter. We use that information for a couple of reasons: to tell you about stuff you've asked us to tell you about and to check every now and then that you're happy and satisfied. We don't rent or trade email lists with other organisations and businesses.

We use a third-party provider, MailChimp, to deliver our newsletter. We gather statistics around email opening and clicks using industry standard technologies to help us monitor and improve our e-newsletter. For more information, please see MailChimp's [privacy notice](#). You can unsubscribe to general mailings at any time by clicking the unsubscribe link at the bottom of any of our emails or by emailing info@access-si.org.uk.

We also obtain information about you if you apply for a vacancy at Access or contact us regarding our blended finance or grant programmes.

What type of information is collected from you?

- If you sign up to our newsletter, we collect your name and e-mail address so that we can deliver the newsletter to your inbox.
- If you contact us for other purposes, we may keep a record of that correspondence. If you send us personal information which identifies you via email, we may keep your email and email address.

- Providing CVs or other information about yourself for specific purposes.

How is your information used?

Your data will only be used for the purposes indicated when you submit the data or as detailed under this privacy policy.

We may use your information to:

- send you communications which you have requested and that may be of interest to you;
- seek your views or comments on the services we provide;
- carry out our obligations arising from any contracts entered into by you and us;
- process a grant or job application.

We review our retention periods for personal information on a regular basis. We are legally required to hold some types of information to fulfil our statutory obligations. We will hold your personal information on our systems for only as long as is necessary for the relevant activity.

Who has access to your information?

All the personal data we process is processed by our staff in the UK. We will not sell or rent your information to third parties. We will not share your information with third parties for marketing purposes.

However, when we use third party service providers, we disclose only the personal information that is necessary to deliver the service and we have a contract in place that requires them to keep your information secure and not to use it for their own direct marketing purposes. Please be reassured that we will not release your information to third parties unless you have requested us to do so, or we are required to do so by law, for example, by a court order or for the purposes of prevention of fraud or other crime.

Your choices

You have a choice about whether or not you wish to receive information from us. If you do not want to receive our newsletter, you can unsubscribe via the link on the newsletter or choose not to sign up initially.

How you can access and update your information

The accuracy of your information is important to us. If any of your details change or any other information we hold is inaccurate or out of date, please contact us at to info@access-si.org.uk or by writing to Access – The Foundation for Social Investment, 8-10 New Fetter Lane, New Fetter Place, London, EC4A 1AZ. Alternatively you can telephone 0207 084 6834.

You have the right to ask for a copy of the information Access holds about you.

Security precautions in place to protect the loss, misuse or alteration of your information

When you give us personal information, we take steps to ensure that it's treated securely. Non-sensitive details (your e-mail address etc.) are transmitted normally over the internet, and this can never be guaranteed to be 100% secure.

As a result, while we strive to protect your personal information, we cannot guarantee the security of any information you transmit to us, and you do so at your own risk. Once we receive your information, we make our best effort to ensure its security on our systems.

Use of 'cookies'

Like many other websites, the Access website uses cookies. 'Cookies' are small pieces of information sent by an organisation to your computer and stored on your hard drive to allow that website to recognise you when you visit. They collect statistical data about your browsing actions and patterns and do not identify you as an individual. This information helps us to improve our website.

It is possible to switch off cookies by setting your browser preferences. Turning cookies off may result in a loss of functionality when using our website. For further information on cookies visit www.aboutcookies.org

Links to other websites

Our website contains links to other websites run by other organisations. This privacy policy applies only to our website, so we encourage you to read the privacy statements on the other websites you visit. We cannot be responsible for the privacy policies and practices of other sites even if you access them using links from our website.

In addition, if you linked to our website from a third party site, we cannot be responsible for the privacy policies and practices of the owners and operators of that third party site and recommend that you check the policy of that third party site.

16 or Under

We are concerned to protect the privacy of children aged 16 or under. If you are aged 16 or under, please get your parent/guardian's permission beforehand whenever you provide us with personal information.

Review of this Policy

We keep this Policy under regular review. This Policy was last updated in May 2018.