



Ambition Aspire Achieve

# Privacy Policy

## Our Contact Information (Data Controller)

Ambition, Aspire, Achieve  
64 Sandford Road, East Ham, London E6 3QS  
Email: [info@theaaazone.com](mailto:info@theaaazone.com)  
Tel: 0207 511 4253  
Our charity registration number is 1167816.

## Introduction

This website, **theaaazone.com** is operated by **Ambition, Aspire, Achieve**. We are committed to protecting your personal information and always aim to maintain that all our advertisers, contributors and website visitors trust us to use data sensitively and appropriately.

Our Privacy Policy provides detailed information on when and why personal data is collected and how it is used and stored. The data supplied by you not only helps to support our mission to deliver our services, but also helps us to ensure you receive the information that's most relevant to you. We use your information in accordance with all applicable laws concerning the protection of personal information.

You can manage your contact preferences and update your details at any time by contacting us at **[info@theaaazone.com](mailto:info@theaaazone.com)**. Additionally, if you have any queries about this policy, please put 'FAO Data Controller' as the subject line.

## What personal data do we collect and how do we use it?

The personal data we collect depends on whether you just visit our website or use our services too. If you visit our website, you do not need to provide us with any personal data. However, your browser transmits some data automatically, such as the date and time of retrieval of one of our web pages, your browser type and settings, your operating system, the last web page you visited, the data transmitted and the access status, and your IP address.

We process personal data only for the purpose for which they are collected. The purpose is dependent on whether you use only our website, or whether you use our services.

If you use our services, personal data is required to fulfil the requirements of a contractual or service relationship, which may exist between you and our organisation. In that case, we collect:

- Your name (and job title, if relevant)
- Your postal address and telephone contact details
- Your email address
- Digital images and text you provide in the course of supplying content for a design project
- Correspondence with you.

We use this personal data for the provision of the service or the performance of the contract. We may use your personal data for related purposes, including marketing and communications to you from us, but that will only occur in the case where we have your consent or another legal justification for doing so.

## We will not share your information except:

- Where you have given your consent
- Where we are required to do in order to provide you agreed services
- Where we are required by law to do so
- With third parties providing services to us, and agents and sub-contractors acting on our behalf
- With debt collection agencies
- In anonymised form as part of aggregated data shared with third parties
- Where permitted by law, where it is necessary for our legitimate interests or those of a third party and are not inconsistent with the above purposes.

### Marketing communications

We aim to communicate with you about the work that we do in ways that you find relevant, timely and useful. To do this we use data that we have stored about you, such as what projects you have been interested in in the past, as well as any preferences you may have told us about.

We use our legitimate organisational interest as the legal basis for communications by post and email. In the case of postal mailings, you may object to receiving these at any time using the contact details at the top of this policy. In the case of email, (for example MailChimp newsletters), we will give you an opportunity to opt out of receiving these during any correspondence with us. If you do not opt out, we will provide you with an option to unsubscribe in every email that we subsequently send you, or you can alternatively use the contact details at the top of this policy.

### How do we look after personal data?

We limit the amount of personal data collected only to what is fit for the purpose, as described above. We restrict, secure and control all of our information assets against unauthorised access, damage, loss or destruction whether physical or electronic.

We retain personal data only for as long as is legally necessary, in order to respond to your requests, or longer if required by law, such as for accounting purposes. If we retain your personal data for historical or statistical purposes we ensure that the personal data cannot be used further. While in our possession, together with your assistance, we try to maintain the accuracy of your personal data.

### What are your rights and how can you access your personal data?

You have the right to request access to any of your personal data we may hold. If any of that information is incorrect, you may request that we correct it. If we are improperly using your information, you may request that we stop using it or even delete it completely.

If you would like to make a request to see what personal data of yours we might hold, you may make a request from our company website. Where you have previously given your consent to process your personal data, you also have the right to request that we port or transfer your personal data to a different service provider or to yourself, if you so wish.

Where it may have been necessary to obtain your consent to use your personal data, you have the right to withdraw that consent at any time. If you withdraw your consent, we will cease using your personal data without affecting the lawfulness of processing based on consent before your withdrawal.

### Our Supervisory Authority

You have the right to lodge a complaint with any Supervisory Authority. Their contact details are below:

#### Information Commissioner's Office

Water Lane, Wycliffe House  
Wilmslow, Cheshire SK9 5AF

Email: [international.team@ico.org.uk](mailto:international.team@ico.org.uk)

Tel: +44 1625 545 745

[www.ico.org.uk](http://www.ico.org.uk)