At Astarita Aldrich & Ward, we are committed to respecting the privacy of the people we work with.

The aim of this privacy policy is to explain how we process your personal data, who we share your personal data with and what your rights are.

**1. Who we are and how to contact us:**

Astarita Aldrich & Ward Limited (in this policy “AAW”, “we”, “our”, or “us”) is a company registered in England and Wales under company number 10331458.

Our registered office is at Holborn Studios, 49/50 Eagle Wharf Road, London N1 7ED.

We are a full-service global fundraising and strategy practice working with UK and international non-profits on insight, strategy, creative, campaigns and senior leadership recruitment.

If you have any questions about how we process your personal data, please get in touch at [dataprivacy@aawpartnership.com](mailto:dataprivacy@aawpartnership.com)

**2. What this policy covers:**

This privacy policy includes information about how we process personal data as “data controller”, meaning the organisation which is legally responsible for deciding how and why personal is used.

This privacy policy covers our data processing in the following contexts:

* **Recruitment:** We help our clients recruit candidates for executive roles in the non-profit sector. In this context, we process personal data of candidates, for example when you register your CV with us.
* **Use of our website:** When you visit the “[website](http://www.aawpartnership.com)”, we may process your personal data through cookies and other electronic trackers, or through contact forms you fill in.
* **Interaction with our partners:** When we interact with our professional partners such as our clients and suppliers, we process personal data of their staff members.

**3. Whose personal data do we process?**

During these activities, we process the personal data of the following categories of people:

* **Candidates for roles with our clients,**
* **Users of our website,**
* **Staff members of our professional partners, clients and suppliers.**

**4. What personal data do we process?**

AAW processes the information necessary to provide its services and fulfil its obligations in the different contexts described above.

The personal data processed may include, in particular:

**a. Information about candidates:**

* **Name and contact details:** name, address, email address and telephone number,
* **Experience and qualifications:** Details of your qualifications, experience, employment history (including job titles, salary and working hours),
* **Personal interests:** Any information about your interests which you may provide in your C.V.
* **Your photograph:** For example, if you choose to provide this in your C.V. or in an identity document such as your passport or via public online sources such as LinkedIn,
* **Referee information:** Professional information about you provided by referees such as former employees and educational institutions,
* **Immigration status:** Whether or not a candidate has the right to work in the UK,
* **Professional profile online:** Professional information about you which you have shared in online sources such as LinkedIn,
* **Diversity information:** Where the law allows this, we may collect information about your health (for example, disability information for reasonable work adjustment purposes), and diversity information, including race, ethnic origin, and whether you consider yourself to have a disability, for the purpose of monitoring equal opportunities.

**b. Information about website users:**

* **Connection information:** technical data is automatically collected and transmitted to us by your browser or device when you access our website. This may include data about your internet browser, operating system, IP address, time of the page request, referrer URL, device information, session information, size of the requested file and any status or error codes. For more information about our use of cookies and other electronic trackers, please see our [cookie policy](https://aawpartnership.com/cookie-policy).
* **Information from webforms:** Information you provide in our contact forms, such as your name, contact details and company and the nature of your request.

**c. Information about professional contacts:**

* **Name and contact details:** name, address, email address and telephone number, company details etc.
* **Professional information:** Details about our interactions in the context of our work together.

When we collect your personal data, we will inform you if certain information is optional or if it needs to be provided for legal or contractual reasons. In such circumstances, we will inform you if a choice on your part not to share personal data may impact our capacity to provide you with our services.

**5. How and why do we process your personal data?**

The table below explains what we use your personal data for and why, as well as the legal basis under the GDPR for this processing:

|  |  |  |
| --- | --- | --- |
| **Data processing** | **Purpose** | **Legal basis** |
| **Reviewing your information requests:** We review, sort through and organize the personal information which you provide when you contact us for the first time by telephone, email or through our website. | Managing the contact requests which we receive. | Our legitimate interest to respond to the information requests we receive. |
| **Providing our services to clients:** In the context of our services, we process the personal data of our clients’ staff members. Processing activities in this context may include, for example, management of client files and communications with our clients. | Ensuring effective operational and administrative management of our client files and our different services | Our legitimate interest in the management of our client matters. |
| **Marketing activities:** We may contact commercial prospects and our existing clients in order to inform them about our products and services. | Promoting commercial relations with existing and potential clients. | Our legitimate interest in communicating with our existing clients and candidates.  The prior consent of certain website users to receive our newsletter via our online contact form. |
| **Candidates:** We process the personal data of candidates to help match candidates with suitable vacancies and to communicate with you. | Management of our recruitment processes. | Necessity to take steps at the candidate’s request prior to the candidate entering into a contract with a potential employer.  Our legitimate interest to provide an executive search service to non-profit organisations |
| **Equality and diversity:** We process candidates’ information to monitor equality and diversity. | Promoting equality of opportunity or treatment and promoting or retaining racial and ethnic diversity | Necessity for reasons of substantial public interest (ie equality of opportunity or treatment, promoting or retaining racial and ethnic diversity) |
| **Relations with our suppliers:** We collect, review and organise personal information of the staff members of our suppliers and professional advisers. | Management of our professional contacts and relationships with our suppliers | Our legitimate interest to have up-to-date records of professional contacts and to enable the management of our projects and operations |
| **Legal obligations and defence in justice:** We may process your personal data in order to respect our legal obligations or to respond to requests from public authorities or tribunals, or in order to defend AAW’s interests in law. | Respect our legal obligations and defend AAW’s interests in law. | Our legal obligations.  Our legitimate interest in responding to legal claims. |
| **Cookies:** Our website uses electronic trackers, placed on your device (e.g. computer, tablet or smartphone) when you first access the site in order to enable the identification of your device when you visit the site again. More information on electronic trackers and the automatic collection of data is available via [the following link.](https://aawpartnership.com/cookie-policy) | Optimization of our site.  Statistical analysis.  Advertising.  Allow social networks to track your browsing on our website in order to optimise their services. | The consent of visitors to our site.  Our legitimate interest in respect of electronic trackers which are strictly necessary for the functioning of the site. |

**6. Who we share your personal data with**

We may in certain circumstances share your personal data with third parties, including in particular:

* **Potential employers:** Potential employers of candidates as part of our recruitment activity,
* **Referees:** Third-parties who provide candidate references such as previous employers,
* **Public authorities**: If we are under an obligation to disclose or to share your personal data in order to respect a legal obligation, we may share personal data with public authorities,
* **Technical services**: We rely on third-party suppliers to provide technical services such as hosting, IT maintenance, website services and telephone provision. Such suppliers may process your personal data on our behalf,
* **Professional advisers:** Our professional legal and financial advisers, such as lawyers, accountants and external auditors.
* **Investors in AAW:** Third parties that have or may acquire control or ownership of our business (and our or their professional advisers). In general, information will be anonymised in this context, but this may not always be possible. The recipient of any of your personal data will be bound by confidentiality obligations

**7. How long do we keep your personal data for**

We only keep your personal data for the time necessary for purposes it is used for.

Different retention periods apply for different types of personal data, depending on criteria such as:

* The nature and the purpose of the processing activities in question,
* Applicable contract terms,
* Applicable legal limitation periods,
* Industry standards applicable to AAW,
* The recommendations of the Information Commissioner’s Office

**N.B. Candidate details:** We keep the personal information obtained during the recruitment process for the time necessary for the processing purposes. This will depend on whether your application is successful, the nature of the information and the purposes for which it is processed.

We will keep recruitment information for no longer than is reasonable, taking into account the limitation periods for potential claims such as race or sex discrimination, after which they will be destroyed.

AAW will retain candidates' details on its database for the purpose of finding work for a candidate both on initial registration and after any intial assignment is completed. In addition to the above, AAW may use these details to notify candidates of potential jobs and opportunities, make them aware of news items and initiatives and to request updated information, from time to time.

In this context, we keep candidates’ contact information and CVs for a set period of time following out most recent contact with them. We may contact the candidate at the end of the defined period to ask if they would like to remain on our candidate database. Following this period, candidate data will be deleted from our systems.

**8. What are your rights and how can you exercise them?**

Your rights regarding our use of your personal data include the following.

* **Access:** You can ask us for access to the personal we hold about you and information about how we use it,
* **Rectification:** You can ask us to correct or complete the personal data we hold about you if it is inaccurate,
* **Erasure:** You can ask us to erase your personal data,
* **Restriction:** You can ask us to restrict or limit our processing of your personal data,
* **Right to object:** You can object to our processing of your personal data,
* **Portability:** You can ask to receive your personal data in a structured, commonly-used and machine-readable format and to transmit the data to another data controller,

If you wish to exercise your rights, please contact us at [dataprivacy@aawpartnership.com](mailto:dataprivacy@aawpartnership.com)

You also have the right to lodge a complaint with the UK Information Commissioner. The Information Commissioner may be contacted using the details at https://ico.org.uk/make-a-complaint or by telephone: 0303 123 1113.

**9.** **Where is your personal data processed?**

All your personal data is held on our internal servers in Good Drive and on external cloud servers located in Google Drive and Recruit IO.

It is sometimes necessary for us to transfer your personal data to countries outside the UK. In those cases we will comply with applicable UK laws designed to ensure the privacy of your personal data. The measures in place in respect of these transfers include

I. Confidentiality and Integrity

The Data Processor uses the following technological measures to ensure confidentiality and integrity of personal data is maintained: Access to systems is restricted to those staff and sub-processors that require access to process the data. Access is managed through security roles to limit access as required by roles.

II. Training

All staff with access to the data are trained in Data Protection and GDPR requirement to ensure compliance with relevant legislation

III. Data Transfer.

The Data Processor uses encryption systems in all data processing and storage systems. This includes TLP for all network connections f that transmit information and also usually includes data encryption of data at rest. When data transfer sites are used – The Data Processor will implement password protection protocols.

**This privacy policy was last updated on**: March 2022