



PRIVACY POLICY

Phoenix Education is a charitable company, limited by guarantee, working across the UK to promote and facilitate freedom to learn and collaborative communication in education settings. Our address is: **The Phoenix Education Trust, The Warehouse, 54-57 Allison Street, Birmingham, B5 5TH**

We host four websites:

www.phoenixeducation.co.uk, referred to in this document as the 'Phoenix website'

www.freedomtolearn.uk, referred to in this document as 'Freedom to Learn'

www.changemakerscollective.uk, referred to in this document as 'Change Collective'

This policy relates to interaction with visitors on all four websites, and the ways in which we receive and collect personal information from and about you. Throughout this policy, we are referred to as 'we' and 'Phoenix'.

DATA PROTECTION

Phoenix Education is registered with the Information Commissioners Office.

Organisation name: **Phoenix Education Trust**

Reference: **ZB196663**

INFORMATION YOU SHARE WITH US

Any time we invite you to share personal information with Phoenix, we will explain why and how we will use that information, so that you can give fully informed consent to share your details.

For instance, through the Phoenix and Freedom to Learn websites, there is an option to sign up for email newsletters from us. For this, all we ask for is your email address.

On the Freedom to Learn directory, we are connecting participants in a wider network aligned by a set of shared values, encouraging people to contact each other directly to share ideas and opportunities. We therefore ask you to share several pieces of personal information (name, email address, postcode, telephone number), which is made publicly viewable on the Freedom to Learn directory website.

INFORMATION WE COLLECT AUTOMATICALLY

We also collect some anonymised information about your visit to our websites, using cookies, such as your IP address and your behaviours on the website (for example, what you click on and the amount of time you spend browsing) so that we can analyse and improve the content on our websites to what people are seeming to find most useful and additionally for the purpose of maintaining the security of the web site.

STORING AND SHARING DATA

We store and share your data using protected storage software provided by two bona fide organisations: [google suite](#) and [mailchimp](#). The email address that you provide through the Phoenix and Freedom to Learn websites can be viewed by the people who work for us.

In the case of a breach of our data protection systems, we will notify you as soon as practicable, and do our best to secure your data as quickly as we can. Be assured, however, that we have never experienced a data breach at Phoenix before.

We will not disclose your personal data to third parties unless we are required by law or a court order.

We will not keep your personal data longer than necessary. If you unsubscribe from email newsletters or remove your profile details from the directory, then we will ensure that this information is deleted safely and securely.

COOKIES

Our Phoenix Education, Change Collective and Freedom to Learn websites put small files (known as 'cookies') onto your computer to collect information about how you browse the site (Google Analytics) to help us make sure the site is meeting the needs of our users and to help us make improvements, for example improving site search.

Google Analytics stores information about:

- how long you spend on the phoenixeducation.co.uk pages
- how you got to the site
- what you click on while you're visiting the site

We do not collect or store your personal information (for example your name or address) so this information can't be used to identify who you are. We do not allow Google to use or share our analytics data.

Google Analytics sets the following cookies:

Universal Analytics:

The `_ga` cookie helps us count how many people visit phoenixeducation.co.uk by tracking if you've visited before (expires after 2 years).

The `_gid` cookie helps us count how many people visit phoenixeducation.co.uk by tracking if you've visited before (expires after 24 hours).

The `_gat` cookie is used to manage the rate at which page view requests are made (expires after 10 minutes)

Google Analytics:

The `_utma` cookie lets us know if you've visited before, so we can count how many of our visitors are new to phoenixeducation.co.uk or to a certain page (expires after 2 years)

The `_utmb` cookie works with `_utmc` to calculate the average length of time you spend on

phoenixeducation.co.uk (expires after 30 minutes).

The _utmc cookie works with _utmb to calculate when you close your browser (expires when you close your browser)

The _utmz cookie tells us how you reached phoenixeducation.co.uk , for example from another website or a search engine (expires after 6 months).

Google Analytics policies can be viewed here: <https://policies.google.com/privacy>

ACCESSING YOUR DATA

You have the right to request that we delete any information that you have chosen to share with us, at any time. You may click the 'unsubscribe' link in any of the email newsletters we send you, and you can also contact us if you wish to have your details removed from the directory by emailing info@phoenixeducation.co.uk

GIFT AID

In order to process your donation for gift aid, we ask for some personal data, including your name and address (so we know who is donating to us and so that HMRC can check that your donation is illegible for gift aid), and email address (so that we can send you newsletters and keep in touch with you about your donation). We also ask for your bank details (so that we can set up a standing order) and your consent to register your donation for gift aid. We also collect details about the reasons that people choose to donate to us. This information is processed on the basis of a legitimate interest.

Your personal data will be stored securely in accordance with the 1998 Data Protection Act. We will not share your details with any third parties except our bank (CAF Bank Ltd) and HMRC in order to process your standing order and gift aid registration. We are very grateful if you can let us know if your contact details or circumstances change so we can update the information we hold for you. We will only keep your data for as long as you continue to donate to us and to subscribe to our mailing list. The only data that we may share publicly is your name, the information you provide regarding your reasons for donating, which we will anonymise for promotion purposes.

You have the right to access, correct and request deletion of the personal data we hold about you by contacting info@phoenixeducation.co.uk with the subject heading 'my personal data'. You may withdraw your consent or cancel your standing order at any time.

CHANGES TO THIS POLICY

We may make changes to this privacy policy from time to time. If you have shared information with us through any of our websites, then we will email to let you know when we have made changes to this policy. The up-to-date policy will always be available on our website.

This policy was last updated in February 2023