

Privacy Policy

1. Who We Are

Atena Future Steps Project (“we”, “us”, “our”) provides educational, wellbeing, and support services for children, young people, and families.

We act as the data controller of your personal data.

- Contact details
- Email: info@atenafuturestepsproject.

2. Legal Framework

We process personal data in accordance with:

- UK GDPR and the Data Protection Act 2018
- EU GDPR (Regulation (EU) 2016/679)
- Applicable Polish data protection laws

3. What Personal Data We Collect

We may collect and process the following data:

- a) Identity & Contact Data: Full name, Email address, Telephone number
- b) Service & Booking Data: Event registrations, Attendance records, Communication regarding services
- c) Children’s Data (where applicable): Child’s name, Relevant support needs (only if voluntarily provided)
- d) Technical Data: IP address, Browser type, Device information, Cookies (see Cookies Policy)

4. How We Use Your Data

We use your data to:

- Provide and manage services and activities
- Respond to enquiries and communicate with you
- Organise events and bookings
- Ensure safeguarding and appropriate support
- Improve our services and website
- Comply with legal obligations

5. Legal Bases for Processing

We rely on the following lawful bases:

- Consent – when you provide information voluntarily
- Contract – when booking or participating in services
- Legal obligation – where required by law
- Legitimate interests – for service improvement and communication

6. Special Category Data

Where you provide information about health, disability, or additional needs:

- This is processed only with explicit consent
- Used strictly to ensure appropriate support and safeguarding
- Handled with enhanced security measures

7. Children's Data

We are committed to protecting children's data:

- Data is collected only from parents/guardians
- Used solely for participation, safety, and support
- Never used for marketing purposes

8. Data Sharing

We do not sell or trade your personal data.

We may share data with:

- Trusted service providers (e.g. booking platforms, IT services)
- Authorities where legally required

All third parties are required to comply with GDPR.

9. International Data Transfers

Where data is transferred outside the UK/EU, we ensure appropriate safeguards such as:

- Standard Contractual Clauses (SCCs)
- Transfers to countries with adequacy decisions

10. Data Retention

We retain data only as long as necessary:

- Enquiries: up to 12 months
- Booking and participation records: up to 6 years
- Safeguarding-related records: in line with legal obligations

11. Your Rights

Under UK/EU GDPR, you have the right to:

- Access your data
- Correct inaccurate data
- Request deletion
- Restrict processing
- Object to processing
- Data portability
- Withdraw consent at any time

You may lodge a complaint with:

- UK: Information Commissioner's Office (ICO)
- Poland: Urząd Ochrony Danych Osobowych (UODO)
- Greece: Hellenic Data Protection Authority (HDPa)

12. Data Security

We implement appropriate technical and organisational measures, including:

- Secure data storage
- Access control
- Staff awareness of data protection

13. Cookies

We use cookies to improve website functionality.

Please see our Cookies Policy for full details.

14. Changes to This Policy

We may update this Privacy Policy periodically.

The latest version will always be published on this page.

15. Contact Us

If you have any questions or wish to exercise your rights:

Atena Future Steps Project

- Email: info@atenafuturestepsproject.

Optional (Strong Recommendation)

For your type of work (children + SEN + events), you may also want to include:

- Consent form wording for parents (GDPR + safeguarding)
- Photo/video consent clause (very important for events)