

Volunteer in Brazil

PRIVACY POLICY

Your privacy is very important to us and this Privacy Policy explains the measures that we take to keep your information safe and secure.

What we do

- We only collect a limited amount of information about you that is necessary for correspondence.
- We do not use profiling.
- We do not sell or pass your data to third parties.
- We do not use your data for purposes other than those specified.
- We make sure your data is stored securely.
- We delete all information deemed to be no longer necessary.
- We constantly review our Privacy Policy to keep it up to date in protecting your personal information.

What this Privacy Policy covers

- What information we collect.
- How we use that information.
- How you can control your information.
- Specific technical and regulatory information.

Personal information

Includes anything that could be used to identify an individual. Examples of which might be

- Email address.
- Home address.
- Telephone number.
- Name.
- Reference number.
- IP address/MAC address
- Cookie information.
- GPS.

Why we process your personal information

- To provide a specific service.
- For the purposes that we told you about at the time you provided us with your information.
- To gain an understanding of how we can improve the services that we offer you.

How long do we keep your personal information?

- Where consent has been given we will keep your information for the specific service you have agreed to until either your consent or the specific service is withdrawn.
- Up to one month after a specific task or enquiry is completed.
- While a business or legal relationship is active.

Use of children's personal information

When we are aware that data provided relates to a child under the age of 13 we will not process that data without the express consent of the parent/guardian.

Sharing your personal information

We will only share your personal information if you have given us your permission.

Your control over the information we retain

You have the rights to manage the personal information that we retain

- Ask for a copy
- Ask that it is corrected
- Ask that it is deleted
- Ask that we restrict use
- Ask that we move, copy or transfer
- Object to the information we hold

We will use all reasonable efforts consistent with our legal duty to provide you with your rights in accordance with data protection legislation.

How to contact us

All enquires should be addressed to

Margaret Smith

Volunteer in Brazil, Lee House, Chipping Road, Thornley, Preston. PR3 2TB

T: 01772 782381

E: info@volunteer-brazil.org

Keeping your information secure

We work to ensure the security of your personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies.

Complaints

If you have a complaint regarding the way your personal data has been processed you may make a complaint to

Margaret Smith E: info@volunteer-brazil.org T: 01772 782381

VOLUNTEER IN BRAZIL WEBSITE

If you leave comments on our website

When visitors leave comments on our website we collect the data shown in the comments form, and also the visitor's IP address and browser for the sole purpose of spam detection.

If you upload pictures to our website

If you upload images to the website, you should avoid uploading images with embedded location data (EXIF GPS) included as visitors to the website can download and extract any location data from images on the website.

Website forms

We use forms on our website to collect information in order to provide a specific service. All of which have a checkbox for you to confirm that you consent to us storing your data. On the same page as the form you will also be able to manage your personal data and view this policy. Some forms may be linked to external service providers and where this is the case we will give you a link to their Privacy Policy, as our Privacy Policy will not apply.

Website cookies

If you leave a comment on our website you may opt-in to saving your name, email address and website in cookies. These are for your convenience so that you do not have to fill in your details again when you leave another comment. These cookies will last for one year.

If you have an account and you log in to the website, we will set a temporary cookie to determine if your browser accepts cookies. This cookie contains no personal data and is discarded when you close your web browser.

When you log in, we will also set up several cookies to save your login information and your screen display choices. Login cookies last for two days, and screen options cookies last for a year. If you select "Remember Me", your login will persist for two weeks. If you log out of your account, the login cookies will be removed.

If you edit or publish an article, an additional cookie will be saved in your web browser. This cookie includes no personal data and simply indicates the post ID of the article you have just edited. It expires after 1 day.

Embedded content from other websites

Articles on this site may include embedded content (e.g. videos, images, articles, etc.). Embedded content from other websites behaves in the exact same way as if you had visited the other website.

These websites may collect data about you, use cookies, embed additional third-party tracking, and monitor your interaction with that embedded content, including tracing your interaction with the embedded content if you have an account and are logged in to that website.

Analytics

We use Google Analytics to help us improve our visitor experience. Google is not subject to this Privacy Policy.

Do we share information collected on our website?

We don't actively disclose your personal information with any third party.

How long do we retain your personal information on our website?

If you leave a comment, the comment and its metadata are retained indefinitely. This is so we can recognise and approve any follow-up comments automatically instead of holding them in a moderation queue.

For users that register on our website, we also store the personal information they provide in their user profile. All users can see, edit, or delete their personal information at any time (except they cannot change their username). Website administrators can also see and edit that information.

Website external services

Visitor comments may be checked through an automated spam detection service and other external support services may be engaged to provide specific additional support. These external services will have their own Privacy Policies.

Admin:

Last updated: 16 July, 2018

Next Review: **1 August, 2018**