

# Privacy policy and disclaimer

## What is this Privacy Policy for?

This privacy policy is for the website <u>www.fillthatgap.org</u> and served by Fill That Gap and governs the privacy of its users who choose to use it.

The policy sets out the different areas where user privacy is concerned and outlines the obligations & requirements of the users, the website and website owners. Furthermore the way this website processes, stores and protects user data and information will also be detailed within this policy.

This Privacy Policy may change from time to time. For example, we have updated it to reflect new legal requirements in advance of the EU General Data Protection Regulation coming into force from May 2018. Please visit this website section periodically in order to keep up to date with the changes in our Privacy Policy.

#### **Use of Cookies**

This website does not use any cookies.

#### How do we collect data?

1. When you provide it to us directly

For example, you provide us with your personal information when you contact us regarding our activities, when you make a donation, if you sign up as a volunteer or engage with our social media activities.

2. When we receive it indirectly

We may get your personal information via a fundraising platform (e.g. Just Giving) with your consent. Please check their privacy policies for further information.

#### What information do we collect?

- Personal details; e.g. name, address, email address, skype details, telephone number
- Professional data; e.g. education, working experience, occupation, preferences for working placements
- Profile information; e.g. summary of our application process with you

• Bank details where appropriate and necessary

We do not collect sensitive personal data. (Under data protection law, certain categories of personal information are recognised as sensitive, including health information and information regarding race, religious beliefs, and political opinions).

This data can be viewed and analysed only by authorised people from Fill That Gap.

#### We use your data to:

- Deal with your enquiries and requests
- To prepare your personal profile to be able to match you to a suitable mission / partner NGO.
- Share with third parties (our partner NGOs) that work with us to deliver on our charitable purposes. Only after your consent we will share information.
- Keep a record of your engagement with us
- Process donations
- Keep you up to date about our activities, missions and fundraising options

We will never sell your details or share your information with any organisation for marketing, market research or commercial purposes, and we won't pass on your details to other websites.

We may disclose your personal information if we have a legal obligation to do so or apply our rights to protect Fill That Gap.

#### Keeping your data secure

Although we take appropriate measures to ensure that we keep your information secure, the transmission of information over the internet is never completely secure. We cannot guarantee the security of your data while it's in transit. Any data transmission is at your own risk.

#### Change and access your information

Contact us at info@fillthatgap.org if you'd like to:

- Update or change your personal information
- Request any information that we hold from you
- If you wish to ask us not to use any of the information we collect
- Change your contact preferences

If you have any concerns about the way your data is being used or if you'd like to make a complaint please contact us using the details above.

#### **External Links**

Although this website only looks to include quality, safe and relevant external links, users are advised adopt a policy of caution before clicking any external web links mentioned throughout this website.

The owners of this website cannot guarantee or verify the contents of any externally linked website despite their best efforts. Users should therefore note they click on

external links at their own risk and this website and its owners cannot be held liable for any damages or implications caused by visiting any external links mentioned.

## **Social Media Platforms**

Communication, engagement and actions taken through external social media platforms that this website and its owners participate on are custom to the terms and conditions as well as the privacy policies held with each social media platform respectively.

Users are advised to use social media platforms wisely and communicate / engage upon them with due care and caution in regard to their own privacy and personal details. Neither this website nor its owners will ever ask for personal or sensitive information through social media platforms and encourage users wishing to discuss sensitive details to contact them through primary communication channels such as by telephone or email.

### Disclaimer

The information contained in this website is for general information purposes only. The information is provided by Fill That Gap and while we endeavour to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability or availability with respect to the website or the information, products, services, or related graphics contained on the website for any purpose. Any reliance you place on such information is therefore strictly at your own risk.

The information, including all editorial material, informative texts, photographs, illustrations, drawings and other graphic material, names, logos, trademarks and other marks belong to Fill That Gap or its contracting partners & volunteers and are protected by copyright, trademark law or any other intellectual property rights. The information may only be used for personal, non-commercial use.

In no event will we be liable for any loss or damage including without limitation, indirect or consequential loss or damage, or any loss or damage whatsoever arising from loss of data or profits arising out of, or in connection with, the use of this website.

Every effort is made to keep the website up and running smoothly. However, Fill That Gap takes no responsibility for, and will not be liable for, the website being temporarily unavailable due to technical issues beyond our control.

April 2018. Edited & customised by:

Fill That Gap<sup>©</sup> info@fillthatgap.org