



## **BRIGHTER FUTURES ZAMBIA PRIVACY POLICY**

### **1. ABOUT THIS POLICY**

Thank you for visiting our website. Brighter Futures Zambia ("**BFZ**") rely on the generosity of people like you to help us further our efforts to support orphaned and vulnerable children in Zambia. We are committed to protecting and respecting your privacy.

This policy will apply to any personal data BFZ collects or otherwise receives about its donors, sponsors, supporters and other third parties ("**you**"), when you access the BFZ website or otherwise engage with us. BFZ is committed to ensuring that information which is provided to us, or otherwise obtained by us, from which you can be identified ("**personal data**") is kept safe and handled in accordance with this policy and the "**Data Protection Legislation**" (meaning any law applicable from time to time relating to the processing of personal data, including without limitation, the Data Protection Act 2018, the General Data Protection Regulation (EU) 2016/679, and the Privacy and Electronic Communications (EC Directive) Regulations 2003).

Please read this policy carefully to understand our views and practices regarding your personal data and how we will treat it. By visiting <http://bfzambia.org/> (the "**BFZ Website**") (or otherwise engaging with us), you acknowledge that BFZ may collect, use and transfer your personal data as described in this policy. BFZ reserves the right to change this policy from time to time and you should therefore check this page frequently to ensure that you are happy with any changes.

In this policy, "**BFZ**", "**we**", "**us**" and "**our**" refer to **Brighter Futures Zambia** (registered charity number 1162851) having its registered address at 21 Hawthorn Gardens, Whitley Bay, NE26 3PQ. For the purposes of the Data Protection Legislation, we are deemed to be a "**data controller**" in respect of any personal data that you provide to us or we otherwise obtain about you.

### **2. INFORMATION WE MAY COLLECT FROM YOU**

BFZ may, via the BFZ Website and in connection with its charitable activities, collect the following personal data about you:

- **Information you give us:** you may give us personal data whenever you interact with us, including via the BFZ Website. For example, this information may be received when you (i) make a donation; (ii) ask about our initiatives and fundraising efforts; (iii) contact us in relation to volunteering with us; or (iv) otherwise get in touch with us. The information you give us may include your name, gender, address, e-mail address and phone number, financial and credit card information and personal description.
- **Information we collect about you:** when you visit the BFZ Website we may automatically collect certain limited technical information about your device and your visit. This may include information about (i) the areas of the BFZ Website you visit; (ii) the date and time of your visit; (iii) the length of your visit to certain pages; (iv) whether you are new to the BFZ Website or have visited it before; (v) how you came to the BFZ Website (e.g. via an email or through a search engine); and (vi) the type of computer, browser, network location or Internet protocol (IP) address used to connect your computer to the Internet.

**3. USES MADE OF YOUR INFORMATION**

BFZ will only use your personal data in order to:

- process any donations you choose to make;
- provide you with the information that you may from time to time request from us, as well as information about our wider current and ongoing charitable efforts and fundraising activities;
- administer and maintain the security of the BFZ Website, including troubleshooting, data analysis, testing, research, statistical and survey purposes;
- ensure that content from the BFZ Website is presented in the most effective manner for you and for your computer;
- comply with our own legal obligations; and
- perform internal operations.

**FUNDRAISING AND MARKETING EMAILS**

Where you have explicitly consented or where we otherwise have a right to do so, we may also use your personal data to contact you by email to keep you informed about how your support is helping the children in Zambia and to keep you up to date with our latest fundraising activities. We may also contact you to let you know about other related ways in which you might want to show your support. We hope that via these updates you can really see the difference your generosity is making, however if you wish to unsubscribe from receiving these emails, you may do so at any time by clicking on the "unsubscribe" link found at the bottom of each email we send to you, or by contacting us using the contact details set out at the end of this policy.

Please be assured that we will never pass on your details to third parties for marketing purposes.

**4. WHO WE SHARE YOUR PERSONAL DATA WITH**

We may disclose your personal data to selected third parties where we have your explicit consent to do so. For example, where you choose to sponsor a child through BFZ, we may share a limited amount of your personal data such as your name and some fun facts about you with that child and those caring for them, or we may forward on letters or cards of support on your behalf where you ask us to do so. We may also disclose your personal data with third parties if it is necessary, (i) for us to comply with our legal obligations, or (ii) to protect the rights, property, or safety of BFZ, you, or others.

**5. HOW LONG WE STORE YOUR PERSONAL DATA**

We will hold your personal data on our systems for as long as is necessary for the purpose for which it was collected. When we no longer need it, we will securely delete or anonymise your personal data unless we are required to retain a copy of it under applicable law.

**6. STORAGE AND TRANSFER OF YOUR PERSONAL DATA**

All personal data you provide to us will be transferred to and stored on our secure servers which are located within the UK. We take steps to protect your personal data from unauthorised access and against unlawful processing, accidental loss, destruction and damage.

In processing your personal data, it may be transferred to, and stored at, a destination outside of the European Economic Area ("EEA"). It may also be accessed by BFZ staff operating outside of the EEA, for example, those BFZ staff and partner organisations working in Zambia. As described above, should you choose to sponsor a child through BFZ and where you have given your consent for us to do so, a limited amount of your personal data may also be shared with that child and those caring for them.

We will take all steps reasonably necessary to ensure that your personal data is treated securely and in accordance with this policy and the Data Protection Legislation when it is processed in, or otherwise accessed from, a location outside the EEA. This means that we will only transfer your personal data to third parties outside the EEA if we have your explicit consent to do so. By submitting your personal data to us, you acknowledge this transfer, storing or processing of your personal data.

#### **7. YOUR RIGHTS**

You are entitled to know some details about the personal data BFZ holds about you and how that information is processed. If you would like to request this, please contact us via the details set out at the end of this policy.

You are also able to access and update the personal data we hold about you at any time and ask us to, (a) make changes to ensure the personal data we hold about you is accurate, complete and up-to-date; (b) erase or stop processing any personal data we hold about you where there is no longer a legal ground for us to hold it; or (c) in some cases, transfer any information we hold about you to a third party. If you wish to exercise any of these rights, please contact us via the details set out at the end of this policy.

#### **8. SECURITY**

Unfortunately, the transmission of information via the internet is not completely secure and although we will do our best to protect your personal data, we cannot guarantee the security of any data transmitted to the BFZ Website; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

#### **9. COOKIES**

The BFZ Website does not currently use cookies. These terms will be updated as appropriate if we decide use cookies in the future.

#### **10. LINKS**

The BFZ Website may, from time to time, contain links to and from other websites. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

#### **11. CHANGES TO THIS POLICY**

Any changes we may make to our privacy policy in the future will be posted on this page and, where appropriate, notified to you by e-mail. Please check back frequently to see any updates or changes to our privacy policy as by continuing to use the BFZ Website.

**12. QUESTIONS AND COMPLAINTS**

Should you have any queries or complaints in relation to how we use your personal data, please contact us at [brighterfutureszambia@gmail.com](mailto:brighterfutureszambia@gmail.com) or Brighter Futures Zambia, 21 Hawthorn Gardens, Whitley Bay NE26 3PQ, United Kingdom. Should you wish to take any queries or complaints further, you have the right to contact the Information Commissioners Office regarding such issues.

**13. CONTACT**

If you have any questions, comments or requests regarding this policy are welcomed and should be sent via email at [brighterfutureszambia@gmail.com](mailto:brighterfutureszambia@gmail.com).