**PRIVACY POLICY**

This Privacy Policy sets out how BRANNGO uses and protects any information that you give us, including how we collect, use and store personal information (being any information that identifies you or could identify you).

BRANNGO is committed to ensuring that your privacy is protected and making sure that your personal information is processed in a fair, open and transparent manner. Should we ask you to provide certain information by which you can be identified, then you can be assured it will only be used in accordance with this Privacy Policy and only after you have consented to us using it for the purposes for which you have provided this information. You can unsubscribe from our communications at any time.

We are a “data controller” for the purposes of the UK Data Protection Act 1998 and (from 25 May 2018) the EU General Data Protection Regulation 2016/679 (“GDPR”). This means that we are responsible for, and control the processing of, your personal information. Please contact us at cclare@thomas-s.co.uk if you have any queries in relation to this Privacy Policy.

The purpose of this Privacy Policy is:

* to assure you that we recognise and fully respect your privacy and personal data;
* to explain what personal information we collect and how we ensure its best protection.

This Privacy Policy also covers our website http://www.branngo.org (referred to in this Privacy Policy as the “Website”). Other sites to which the Website may be linked are not covered by this Privacy Policy.

**How we collect information about you**

We want to make sure you receive the communications that are most relevant to you, be it through visiting our website, receiving e-mails, post or phone calls.

We collect information from you in the following ways:

* when you interact with us directly: for example, if you call or e-mail us, provide us with your information at a meeting or apply for a volunteering opportunity;
* when you visit our website: for example, from interactive features such as contact form; and/or
* when you subscribe to one of our social media channels

We may also collect and process information provided by you at the time of posting material to the Website, as well as details of your visit to the Website (Including, but not limited to, traffic data, location data, weblogs and other communications data), and resources that you use.

**What we do with the information we collect**

We may use the information held about you in the following ways:

* to keep you updated about our work or an event;
* to process your subscriptions, donations or other payments and verify any financial transactions;
* to provide the services you have requested;
* for internal record keeping, including about your relationship with us;
* where you volunteer with us, to administer the volunteering arrangement;
* we may also use your data for the purposes of advertising, marketing and public relations, so as to provide you with information about items which may be of interest to you.

Using Your Information

In some cases, we will only contact you about BRANNGO’s work if you have agreed for us to contact you in a certain manner (for example, by e-mail). You can update your choices or request that we stop sending you communications by contacting us at cclare@thomas-s.co.uk or clicking the unsubscribe link at the bottom of the relevant communication.

However, there are other lawful reasons that allow us to process your personal information and one of those is “legitimate interests”. This means that there is a legitimate interest for BRANNGO to process your information to help us achieve our vision of creating an informal network of individuals, organisations and UK charities with a shared commitment to work in partnership in Nepal through:

* exchanging information
* facilitating dialogue and
* encouraging collaboration

Whenever we process your Personal Information under the “legitimate interest” lawful basis we make sure that we take into account your rights and interests.

Some examples of where we have legitimate interest to process Personal Information are where we contact you about BRANNGO’s work via post, conducting research to better understand who our members and associates are, improving our services, for our legal purposes.

**Security**

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we have under our control, both on and off-line, from improper access, use, alteration destruction and loss.

**Links to Other Websites**

By using the Website, you consent to the collection and use of your personal information in the manner set out above.

The Website may from time to time, contain links to and from websites of our partner networks, advertisers and affiliates. If you follow a link to any of these, 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.

**How long we hold your personal Information for**

We only keep it as long as is reasonable and necessary for the relevant activity, which maybe to fulfil statutory obligations.

**Sharing Your Information**

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so.

**Your Rights**

You have various rights in respect of the personal information we hold about you, these are set out in more detail below. If you wish to exercise any of these rights or make a complaint, you can do so by contacting: cclare@thomas-s.co.uk You can also make a complaint to the data protection supervisory authority, the Information Commissioner’s Office, <https://ico.org.uk>

* Access to your personal Information: You have the right to request access to a copy of the personal information that we hold about you, along with information on what personal information we use, why we use it, who we share it with, how long we keep it for and whether it has been used for any automated decision making. You can make a request for access free of charge. Please make all requests in writing, and provide us with evidence of your identity.
* Right to Object: You can object to our processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your information for direct marketing purposes. Please contact us, as above, providing details of your objection.
* Consent: If you have given us your consent to use personal information (for example, for marketing or volunteering), you can withdraw your consent at any time.
* Rectification: You can ask us to change or complete any inaccurate or incomplete personal information held about you.
* Deletion: You can ask us to delete your personal information where it is no longer necessary for us to use it, you have withdrawn consent, or where we have no lawful basis for keeping it.
* Portability: You can ask us to provide you or a third party with some personal information that we hold about you in a structured, commonly used, electronic form, so it can be easily transferred.
* Restriction: You can ask us to restrict the personal information we use about you where you have asked for it to be erased or where you have objected to our use of it.

We do not currently carry out any automated decision making (i.e. when an electronic system uses personal information to make a decision without human intervention).

**Cookies**

“Cookie” is a name for a small file, usually of letters and numbers, which is downloaded onto your device, like a computer, mobile phone or tablet when you visit a website.

They let websites recognize your device, so that sites can work more effectively, and also gather information about how you use the site. A cookie, by itself, can’t be used to identify you. We only use cookies on our website for technical reasons and not to collect users’ personal information.

**Changes to Privacy Policy**

This Privacy Policy is in force from 24th May 2018

The internet and data privacy best practice are both developing, most recently in response to GDPR. We therefore reserve the right to revise the Privacy Policy at any time. If this Privacy Policy changes in any way, we will place an updated version on this page. Regularly reviewing this Privacy Policy ensures you are always aware of what information we collect, how we use it and what circumstances, if any, we will share it with other parties.