

## **Privacy Notice**

This privacy notice applies to information we (Not A Number) collect about individuals who interact with our organization through our website. It explains what personal information we collect and how we use it.

If you have any comments or questions, feel free to contact us at [info@notanumber.ngo](mailto:info@notanumber.ngo)

### **What information do we collect?**

We receive, collect and store any personally identifiable information you enter on our website or provide us in any other way. This information may include name, email, communications with us, comments, feedback, service reviews and recommendations.

In addition to information given explicitly by you, we also collect information about your visit to our website (for example, IP address, the date and time of your visit and the pages that you view). We may track your visit to the website but we will not collect any further personal information about you. This kind of data helps us to understand how visitors use our website so that future website development can better meet your needs.

### **How do we collect this other data and what are cookies?**

Not A Number's website uses cookies to collect this data. Cookies are text files placed on your computer to help the website analyse how users use the site. The information generated by the cookie about your use of the website (including your IP address) will be transmitted to and stored. You can refuse the use of cookies by selecting the appropriate settings on your browser, but this may mean you are not able to use our website fully. Please see our Cookies page for more information.

The following table explains the types of data we collect and the legal basis, under current data protection legislation, on which this data is processed.

<b>Purpose</b>	<b>Data (key elements)</b>	<b>Basis</b>
Enquiring about our organisation and its work	Name, email, message	Legitimate interests - it is necessary for us to read and store your message so that we can respond in the way that you would expect.
Subscribing to email updates about our work	Name, email	Consent - you have given your active consent.
Making a donation	Name, email, address, payment information	Legitimate interests - this information is necessary for us to fulfill your intention of donating money and your expectation of receiving a confirmation message.

Website functionality	Website activity collected through cookies	Legitimate interests - it is necessary for us to store a small amount of information, usually through cookies, to deliver functionality that you would expect, such as remembering the contents of your order before you have fully completed the process.
-----------------------	--	---

### How do we collect information?

When you subscribe to our mailing list or contact us on our website, as part of the process, we collect personal information you give us such as your name, address and email address. Your personal information will be used for the specific reasons stated above only.

Where relevant, information is provided to explain why the data is being collected and how it will be used. In these cases we will ask you to 'opt-in' to receive future communications such as emails or marketing communications. If you have opted in, you can opt out of any future communications from us by clicking unsubscribe or ticking the appropriate box when we contact you directly.

### How do we store, use, share and disclose our site visitors' personal information?

Our organisation's website is hosted on the Wix.com platform. Wix.com provides us with the online platform that allows us to present and promote our NGO and its activities to you. Your data may be stored through Wix.com's data storage, databases and the general Wix.com applications. They store your data on secure servers behind a firewall.

We will only use your data in a manner that is appropriate considering the basis on which that data was collected, as set out in the table at the top of this policy.

For example, we may use your personal information to:

- reply to enquiries you send to us;
- handle donations or other transactions that you initiate;
- where you have specifically agreed to this, send you marketing communications by email relating to our work which we think may be of interest to you.

We will only pass your data to third parties in the following circumstances:

- you have provided your explicit consent for us to pass data to a named third party;
- we are using a third party purely for the purposes of processing data on our behalf and we have in place a data processing agreement with that third party that fulfils our legal obligations in relation to the use of third party data processors; or
- we are required by law to share your data.

### How long do we keep your data

We take the principles of data minimisation and removal seriously and have internal policies in place to ensure that we only ever ask for the minimum amount of data for the associated purpose and delete that data promptly once it is no longer required.

Where data is collected on the basis of consent, we will seek renewal of consent at least every three years.

### **Rights you have over your data**

You have a range of rights over your data, which include the following:

- Where data processing is based on consent, you may revoke this consent at any time and we will make it as easy as possible for you to do this (for example by putting 'unsubscribe' links at the bottom of all our marketing emails).
- You have the right to ask for rectification and/or deletion of your information.
- You have the right of access to your information.
- You have the right to lodge a complaint with the Data Protection Office if you feel your rights have been infringed.

A full summary of your legal rights over your data can be found on the Data Protection Office's website here: <http://dataprotection.govmu.org>

If you would like to access the rights listed above, or any other legal rights you have over your data under current legislation, or if you have any other questions or comments related to your personal data, please get in touch with us.

Please note that relying on some of these rights, such as the right to deleting your data, will make it impossible for us to continue to deliver some services to you. However, where possible we will always try to allow the maximum access to your rights while continuing to deliver as many services to you as possible.

### **How do we communicate with our site visitors?**

We may contact you to notify you regarding your account, to troubleshoot problems with your account, to resolve a dispute, to send updates about our organisation, or as otherwise necessary to abide by applicable laws or regulations, and any agreement we may have with you. For these purposes we may contact you via email, phone or any other contact details that you have explicitly provided to us. You can opt out of receiving such communication at any point by emailing [info@notanumber.ngo](mailto:info@notanumber.ngo) with the relevant request.

### **Privacy policy updates**

We reserve the right to modify this privacy policy at any time, so please review it frequently. Changes and clarifications will take effect immediately upon their posting on the website. If we make material changes to this policy, we will notify you here that it has been updated, so that you are aware of what information we collect, how we use it, and under what circumstances, if any, we use and/or disclose it.