

The Charles Darwin Foundation (CDF) thanks you for visiting our website. We respect privacy, and we know that many care about how their information is used and shared. The following Privacy Policy describes what information is gathered on CDF website and how it is used.

# **Charles Darwin Foundation Privacy Policy**

On May 25<sup>th</sup> 2018, the **General Data Protection Regulations** (GDPR) went into effect across the European Union. The regulations give users greater control over their personal data. At CDF, we see this as a step in the right direction in protecting individuals and are happy to be in compliance with GDPR for our entire community. We respect the right to personal privacy, and as such, we collect and use information only as disclosed in this Privacy Policy. Our Privacy Policy may be updated from time to time. Please check this page periodically for changes. Your continued use of this site following the posting of changes to this policy will mean you accept those changes.

CDF does not collect any Personal Information about users, except that which is knowingly and specifically supplied to us by the user or is publicly available information.

CDF does not rent or sell Personal Information. We do not share email addresses with any third parties.

We always give you the option to unsubscribe from our mail and email lists.

## **Data Privacy**

What information do we collect and how do we collect it on this website? Personal Information such as name, address, telephone number and e-mail address. We collect this information only in connection with specific activities, such as campaigns, surveys and email newsletter subscriptions. Provision of this information is voluntary. Personal Information is information that identifies you as an individual or relates to an identifiable person.

**Non-personal information** such as IP addresses (the location of the computer on the internet), pages accessed and files downloaded, browser type, mobile device type, among others. This helps us to determine how many individuals use our site, how many people visit on a regular basis, which pages are most popular, and which pages are least popular. This information doesn't tell us anything about who you are; it simply allows us to monitor and improve our service. CDF online does utilize cookies to store session information. These do not include any personal information. If you submit any Personal Information relating to other people to us or to our service providers in connection with the Sites, you represent that you have the authority to do so and to permit us to use the information in accordance with this Privacy Policy.



#### Where is the information held?

Personal Information submitted through the forms on this site is held in a secure online database managed by CDF. Furthermore, Personal Information submitted when making a donation is also managed by our partner organization and fiscal agent in the United States, the International Community Foundation (ICF). You can learn more about the ICF Privacy Policy by visiting their website: <a href="https://icfdn.org/privacy-policy/">https://icfdn.org/privacy-policy/</a>. CDF database is password protected and has layered access such that only the Chief Development Officer or other Fundraising staff manage other users' access to varying levels of data. Financial information related to online donations is securely managed by CDF and ICF. Your credit card information is never stored on the website, nor does CDF or ICF have access to such information as it is securely tokenized by processors.

All data transferred to and from CDF Website is encrypted using Secure Sockets Layer (SSL).

The subscriptions to CDF bi-monthly newsletter and news updates are stored in our <u>MailChimp</u> account only kept in the newsletter subscriber group. Other lists are also managed in our MailChimp account used for campaigns.

#### How is the information used?

Information you provide about yourself when making a donation is used to complete the donation If you don't tick the box saying "I would like to make this donation anonymously" your first and last name will be published on our website and in our annual report under the donors section.

Information you provide about yourself when subscribing to e-news or other CDF resources is used for the provision of that information and may be used for CDF campaigns, surveys, or other subscriber related communications.

No information will be released to any third parties. Finally, we never use or share the personally identifiable information provided to us online in ways unrelated to the ones described above without also providing you an opportunity to opt-out or otherwise prohibit such unrelated uses.

CDF uses a variety of third-party web and mobile app analytics and optimization services to improve the Sites and enhance the visitor experience. For examples, the Sites use web analytics services that may record mouse clicks, mouse movements, scrolling activity, text you type in the Sites, and similar activity. The Sites do not use these services to collect any personally identifiable information not otherwise provided by you in using the Sites, and they do not track your browsing habits across other third-party websites on our behalf.

We also use Google Analytics, which uses cookies and other, similar technologies to collect information about Sites use anonymously and reports website trends, without identifying individual visitors. You can learn about Google's practices by going to <a href="https://www.google.com/policies/privacy/partners/">https://www.google.com/policies/privacy/partners/</a>, and opt out of them by downloading the Google Analytics opt-out browser add-on, available at <a href="https://tools.google.com/dlpage/gaoptout">https://tools.google.com/dlpage/gaoptout</a>.



#### Information for visitors under 18

If you are under 18, be sure to obtain permission from a parent or guardian before you send any information about yourself (your name, address, e-mail address, etc.) to us or anyone else over the internet.

### **Security**

We seek to use reasonable organizational, technical, and administrative measures to protect Personal Information within our organization. Unfortunately, no data transmission or storage system can be guaranteed to be 100% secure. If you have reason to believe that your interaction with us is no longer secure, please immediately notify us via email writing to: <a href="mailto:cdrs@fcdarwin.org.ec">cdrs@fcdarwin.org.ec</a>

## Your right to access the information

You can access all your personally identifiable information that we collect online and maintain by contacting CDF at +593 5 2 526 146 or <a href="mailto:cdrs@fcdarwin.org.ec">cdrs@fcdarwin.org.ec</a>
You can correct factual errors in your personally identifiable information by sending an email with both the old and new data to cdrs@fcdarwin.org.ec.

Last updated January 2019.