

## **PRIVACY POLICY: DATA PROTECTION**

Please read the following carefully to understand our practices regarding your personal data and how we will treat it. By using our website or providing us with your personal information you agree to your personal information being used and stored in the manner set out in this policy and in the General Data Protection Regulation (“GDPR”). We may update this policy from time to time without notice to you, so please check it regularly.

### **1) How and why do we collect, store and treat your personal data?**

AIDGLOBAL collects, stores and treats your personal data only to the ends informed by the time you provide them. Some pages used to collect your information may contain links to third parties’ websites, which have their own policies and data treatment practices. Our Organization is not responsible for their policies.

### **2) What kind of personal data we collect?**

AIDGLOBAL collects personal information from i) individual visitors or group, organizations, institutions and companies who provides them when interacting on the website or voluntarily at other points of contact (e.g. e-mails, paper forms, events, etc.); and ii) tracking data, which is automatically collected from every website visitor. The information gathered may include: name, address, phone number and e-mail address, profession, employer/ organizational affiliation, fiscal number, identification number/ passport, social security number, bank account, academic degrees and CV, besides photographs in events, among others.

Additionally, if you contact us, we may keep a record of your correspondence, including any Information contained therein.

### **3) Who is responsible for treating your data?**

AIDGLOBAL is responsible for the collected data, which are treated both manually and automatically. To guarantee maximum safety and confidentiality of your data, we assure that all personal information is treated with secrecy and is not shared with third parties for commercial means. However, AIDGLOBAL has subcontractors who manage the website’s back-office, where some of the information is stored. The data from people involved in our activities may be shared with funders for control and legal reasons.

### **4) How to access, edit or erase your data?**

The owners of personal data treated by AIDGLOBAL may, at any time, access, edit, correct or update their information, as well as decide on what kind of data they intend to keep or eliminate. The owner can contact us directly by sending an e-mail to [gab.comunicacao@aidglobal.org](mailto:gab.comunicacao@aidglobal.org), or by sending a letter to AIDGLOBAL - Rua de Moscavide Lote 4.71, código postal 1998-011, Lisboa – Portugal.

By contacting us to update any information, the data owner may ask for the withdrawal of the consent, which does not alter the legality of the data treatment based on the initial authorization.

### **5) How long do we keep your data?**

The personal information treated by AIDGLOBAL are kept until its final purpose is accomplished. For legal reasons, mainly due to financing entities rules, AIDGLOBAL may be obligated to keep personal information for longer periods.

### **6) How AIDGLOBAL treat the information provided by third party partners?**

Your information may be given to us by third parties, for example fundraising sites. They will do so pursuant to their own policies on data protection and privacy. It is recommended to review their privacy policy when you provide your information to them to fully understand how they will process your data and may share it with others.

### **7) What are cookies and how we use them?**

A "cookie" is a parcel of text sent by a server to your web browser and then sent back unchanged by the browser each time it accesses that server. AIDGLOBAL's website may use cookies for authenticating, tracking and maintaining specific information about users, such as site preferences. You may choose to configure your browser to accept or reject cookies or notify you when you enter a website that utilizes cookie technology. You may not have access to some or all of the features of AIDGLOBAL's website if you configure your browser to reject cookies.

If you click on a hyperlink from our website to any third-party websites (e.g. if you 'share' content from our website with friends or colleagues on social media), you may be sent cookies from these third-party websites. They will do so pursuant to their own policies on privacy and cookies. It is recommended to check their privacy policies to fully understand their use of cookies.