

Privacy Policy – Draft for website

At Community Action Nepal, we are committed to protecting and respecting your privacy.

Our aim is to make everything as transparent as clear as possible; this privacy policy sets out how we use and protect any information that you give us when you use this website.

Community Action Nepal is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy statement and applicable data protection regulation.

We may change this Policy from time to time so please check this page occasionally to ensure that you are happy with any changes. By using our website, you are agreeing to be bound by this Policy.

Any questions regarding this Policy and our privacy practices should be sent by email to info@canepal.org.uk or by writing to:

Community Action Nepal
Stewart Hill Cottage
Hesket Newmarket
Wigton
Cumbria
CA7 8HX

Alternatively, you can telephone 01768 867671

What we collect

We may collect the following information:

Name

Contact information including email address

Demographic information such as postcode

Technical Data - includes internet protocol (IP) address, browser type and version, time zone setting and location, browser plug-in types and versions, operating system and platform on the devices you use to access this website

Usage Data - includes information about how you use our website

We **do not** collect any Special Categories of Personal Data about you (this includes details about your race or ethnicity, religious or philosophical beliefs, sexual orientation, political opinions, information about your health or genetic or biometric data).

How is your information used?

We may use your information to:

Process a donation that you have made.

Send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals, other fundraising.

Seek your views or comments on the services we provide.

Process a grant or job application.

We review our retention periods for personal information on a regular basis. We are legally required to hold some types of information to fulfil our statutory obligations (for example the collection of Gift Aid). We will hold your personal information on our systems for as long as is necessary for the relevant activity, or as long as is set out in any relevant contract you hold with us.

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 collect online or offline.

Non-sensitive details (your email address etc.) are transmitted normally over the Internet, and this can never be guaranteed to be 100% secure. As a result, while we strive to protect your personal information, we cannot guarantee the security of any information you transmit to us, and you do so at your own risk. Once we receive your information, we make our best effort to ensure its security on our systems.

Who has access to your information?

We will not sell or rent your information to third parties.

We will not share your information with third parties for marketing purposes.

When you are using our secure online donation pages, your donation is processed by a third party payment processor, who specialises in the secure online capture and processing of credit/debit card transactions. If you have any questions regarding secure transactions, please contact us.

Your choices

You have a choice about whether or not you wish to receive information from us.

We will not contact you for marketing purposes by email, phone, post or text message unless you have given your prior consent. We will not contact you for marketing purposes by post if you have indicated that you do not wish to be contacted. You can change your marketing preferences at any time by contacting us by email, info@canepal.org.uk or by writing to:

Community Action Nepal
Stewart Hill Cottage
Hesket Newmarket
Wigton
Cumbria
CA7 8HX

Alternatively, you can telephone 01768 867671

How you can access and update your information?

The accuracy of your information is important to us. If you change email address, or any of the other information we hold is inaccurate, incomplete or out of date, please email, info@canepal.org.uk or by writing to:

Community Action Nepal
Stewart Hill Cottage
Hesket Newmarket
Wigton
Cumbria
CA7 8HX

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We will promptly correct any information found to be incorrect.

In certain situations, you have the right to ask for the processing of your personal data to be restricted.

You have the right to ask for a copy of the information we hold about you, please get in touch using the methods above.

You have the right to ask us to erase any information we hold at you at any time, please get in touch using the methods above.

How we use cookies

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added, and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We use traffic log cookies to identify which pages are being used. This helps us analyse data about webpage traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies help us provide you with a better website by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

Links to other websites

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.