



**Borneo
Nature
Foundation**

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Privacy Policy

At BNF we're committed to protecting and respecting your privacy. This Policy explains when and why we collect personal information about people who visit our website, how we use it, the conditions under which we may disclose it to others and how we keep it secure.

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

Any questions regarding this Policy and our privacy practices should be sent by email to info@borneonature.org.

Who are we?

Borneo Nature Foundation (BNF) is a not-for-profit conservation and research organisations. We work to protect some of the most important areas of tropical rainforest and to safeguard the wildlife, environment and indigeneous culture on Borneo.

Throughout our programmes, we support and empower community-led initiatives to protect forest and biodiversity, including anti-logging patrols, fire-fighting teams, environmental education and the replanting and restoration of damaged forests. All our field programmes include high-quality scientific research as a basis for protecting and managing forests, and we have particular expertise in monitoring the distribution, population status, behaviour and ecology of Borneo's flagship ape species; the endangered orangutan and southern Bornean gibbon.

How do we collect information from you?

We obtain information about you make a donation to us, purchase merchandise from us or sign up to our E-Newsletter list via an online form, in person at an event.

What type of information is collected from you?

The personal information we collect might include your name, address, email address, IP address and, if you choose to provide them to us, details of any volunteering you have done with us. If you make a donation online, your card information is not held by us, it is collected by our third-party payment processors, who specialise in the secure online capture and processing of credit/debit card transactions.

How is your information used?

We may use your information to:

- process a donation that you have made;
- to carry out our obligations arising from any contracts entered into by you and us;
- dealing with entries into a competition;
- seek your views or comments on the services we provide;
- notify you of changes to our services;



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- send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals, other fundraising activities, promotions of our associated companies goods and services;
- 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.

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 or Direct Debit management. 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 and if you wish to exercise your “right to be forgotten”. If you wish that we no longer remove all information about you and do not want to receive direct marketing communications from us about the vital work we do for animals, people and the environment and our exciting products and campaigns, then you can unsubscribe from our mailing list at any time by clicking the “Unsubscribe” link at the bottom of any email you receive from us. Alternatively, you can email us info@borneonature.org and we will remove your details from our mailing list.

How you can access and update your information

The accuracy of your information is important to us. We’re working on ways to make it easier for you to review and correct the information that we hold about you. In the meantime, if you change email address, or any of the other information we hold is inaccurate or out of date, please email us at: info@borneonature.org. This is particularly important if you have previously completed a Gift Aid declaration with us – please get in touch if you have any questions.

You have the right to ask for a copy of the information BNF holds about you and what this is used for (we may charge £10 for information requests to cover our costs in providing you with details of the information we hold about you).

Security precautions in place to protect the loss, misuse or alteration of your information

When you give us personal information, we take steps to ensure that it’s stored and treated securely. Non-sensitive details (your email address etc.) are transmitted normally over the Internet, and this



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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.

Profiling

We may analyse your personal information to create a profile of your interests and preferences so that we can contact you with information relevant to you. We may make use of additional information about you when it is available from external sources to help us do this effectively. We may also use your personal information to detect and reduce fraud and credit risk.

Use of 'cookies'

Like many other websites, the BNF website uses 'cookies'. These are small pieces of information sent by an organisation to your computer and stored on your hard drive to allow that website to recognise you when you visit. They collect statistical data about your browsing actions and patterns and do not identify you as an individual. For example, we use cookies to store your country preference. This helps us to improve our website and deliver a better more personalised service.

It is possible to switch off cookies by setting your browser preferences. For more information on how to switch off cookies on your computer, visit our full cookies policy. Turning cookies off may result in a loss of functionality when using our website.

Links to other websites

Our website may contain links to other websites run by other organisations. This privacy policy applies only to our website, so we encourage you to read the privacy statements on the other websites you visit. We cannot be responsible for the privacy policies and practices of other sites even if you access them using links from our website.

In addition, if you linked to our website from a third party site, we cannot be responsible for the privacy policies and practices of the owners and operators of that third party site and recommend that you check the policy of that third party site.

Age 16 or Under

We are concerned with protecting the privacy of children aged 16 or under. If you are aged 16 or under, please get your parent/guardian's permission beforehand whenever you provide us with personal information.

Transferring your information outside of Europe

As part of the services offered to you through this website, the information which you provide to us may be transferred to countries outside the European Union ("EU"), particularly to the countries in which BNF works (Indonesia/Kalimantan). By submitting your personal data and approving its use



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by BNF for the purposes stated above, you're agreeing to this transfer, storing or processing. If we transfer your information outside of the EU in this way, we will take steps to ensure that appropriate security measures are taken with the aim of ensuring that your privacy rights continue to be protected as outlined in this Policy.

If you use our services while you are outside the EU, your information may be transferred outside the EU in order to provide you with those services.

Review of this Policy

We keep this Policy under regular review. This Policy was last updated in May 2018.

