



Borneo Nature Foundation Individuals Privacy Policy

Last Updated: April 2025

Borneo Nature Foundation International ("BNF International," "we," "our," or "us") is committed to protecting and respecting your privacy. This Privacy Policy explains how we collect, use, and protect your personal data in compliance with the General Data Protection Regulation (GDPR) and other applicable privacy laws.

1. Who We Are

BNF International is a non-profit conservation organization working to protect Borneo's rainforest, one of the most important on Earth, with science, community-led action, and education. We are registered as a legal entity in Indonesia, the United Kingdom and France.

- **Email:** info@borneonature.org
- **Contact details (Indonesia):** Yayasan Borneo Nature Indonesia. Jalan Bukit Raya No. 17. Palangka Raya 73112, Central Kalimantan, Indonesia. **Tel: +62 (536) 427 3286.**
- **Contact details (UK):** Borneo Nature Foundation International, Tremough Innovation Centre, Penryn, Cornwall, TR10 9TA, UK. **Tel: +44 (0) 1326 567 406.**
- **Postal address (France) :** Bornéo Nature Foundation France, AGLCA Maison de la Culture et de la Citoyenneté 4 Allées des Broteaux 01000 BOURG-EN-BRESSE
Email : france@borneonature.org. **Tel : +33 (0) 617 910 063**

2. What Personal Data We Collect

We may collect and process the following personal data:

- **Identity and Contact Information** – Name, email address, postal address, phone number.
- **Transaction Information** – Donations, payment details (processed securely by third-party banking and accounting software providers).
- **Marketing Preferences** – Newsletter subscriptions and event participation.

- **Website Usage Data** – IP addresses, browser type, pages visited, and cookies (see our Cookie Policy for more details).
- **Employment or Volunteer Applications** – CVs, cover letters, references, and background checks (where applicable).

3. How We Collect Your Data

We collect personal data when you:

- Visit our website and interact with its features.
- Subscribe to our newsletter.
- Make a donation or purchase merchandise.
- Participate in campaigns, events, or prize draws.
- Contact us via email, phone, or social media.
- Apply for a job or volunteer position with us.

4. How We Use Your Data

We process your personal data for the following purposes:

- To provide and improve our conservation programs.
- To communicate with you regarding our work, events, and fundraising activities.
- To process donations and maintain accurate donor records.
- To comply with legal and regulatory requirements.
- To administer surveys, competitions, and research initiatives.
- To improve our website and user experience.

5. Legal Basis for Processing Data

Under GDPR, we rely on the following lawful bases for processing your personal data:

- **Consent** – When you opt-in to receive marketing communications.
- **Legitimate Interests** – To pursue conservation goals, fundraising, and improve engagement.
- **Contractual Obligation** – To process transactions, donations, and deliver requested services.
- **Legal Obligation** – Compliance with legal requirements, such as tax and charity regulations.

6. How We Share Your Data

We do not sell or rent your data. However, we may share your information with:

- **Service Providers** – Third-party platforms that help process donations, email communications, and website analytics.
- **Regulatory Authorities** – Where required by law.
- **Partners** – Only where consent has been given.

All third-party processors are contractually required to protect your data and comply with GDPR regulations.

7. How We Protect Your Data

We implement appropriate security measures to protect personal data against unauthorized access, alteration, disclosure, or destruction. These include:

- Secure servers and encryption
- Regular GDPR compliance audits.
- Restricted access to personal data and password protection.

8. How Long We Retain Your Data

We retain personal data only as long as necessary for the purposes outlined in this policy. Retention periods vary depending on the type of data and legal requirements.

- Marketing data: Until consent is withdrawn, with easy opt-out option provided.
- Donation records: As required for financial and legal compliance. In the UK, HMRC requires financial records to be kept for 6 years.
- Job applications: typically, 12 months unless required for longer.
- Employee and volunteer records: 6 years after the end of the employment / service in line with contractual and legal obligations.
- Event and Prize Draw Entries: up to 1 year after event.
- Website analytics data: up to 2 years for improving website performance and user experience.

At the end of the retention period, data will either be:

- **Securely deleted** – permanently deleted from all storage locations.
- **Anonymised** – identifiable information is removed so it can be used for research and reporting purposes.
- **Archived** – if required for legal purposes, securely stored in a restricted – access archive.

9. Your Rights Under GDPR

You have the following rights regarding your personal data:

- **Right to Access** – Request copies of your data.
- **Right to Rectification** – Correct inaccurate or incomplete data.
- **Right to Erasure** – Request deletion of your data (subject to legal obligations).
- **Right to Restrict Processing** – Limit how your data is used.
- **Right to Data Portability** – Transfer your data to another provider.
- **Right to Object** – Object to data processing for marketing purposes.
- **Right to Withdraw Consent** – Unsubscribe from marketing at any time.

To exercise any of these rights, please contact us at admin@borneonature.org. We will respond within one month, as required by GDPR.

10. Cookies and Tracking Technologies

Our website uses cookies and similar technologies to enhance user experience. For more details, please see our Cookie Policy.

11. Third-Party Links

Our website may contain links to external sites. We are not responsible for the privacy practices of third-party websites and encourage users to read their privacy policies.

12. Changes to This Privacy Policy

We may update this Privacy Policy from time to time. Any changes will be posted on this page with an updated "Last Updated" date. We encourage users to review this policy periodically.

13. Contact Us

If you have any questions or concerns about this Privacy Policy or how we handle your data, please contact us at:

Borneo Nature Foundation International

- **Email:** admin@borneonature.org
- **Address:** Borneo Nature Foundation International, Tremough Innovation Centre, Penryn, Cornwall, TR10 9TA, UK
- **Phone:** +44 (0) 1326 567 406

Thank you for supporting Borneo Nature Foundation International and our conservation efforts.