



BNF Donor Privacy Policy_2025 v.1

1. Purpose of the Policy

Borneo Nature Foundation (referred to as "we," "us," or "our") is committed to protecting the privacy and personal data of our donors in accordance with applicable laws and regulations, including the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and guidance from the UK Charity Commission and the Fundraising Regulator. This policy outlines how we collect, use, store, and protect donor information.

1. Information We Collect We may collect the following types of personal data from our donors:

- 1.1. Contact Information: Name, address, telephone number, email address.
 - 1.2. Financial Information: Bank details, payment card information, and donation history for processing contributions.
 - 1.3. Communication Preferences: Preferences for receiving communications from us, such as newsletters or event invitations.
 - 1.4. Other Information: Any additional details you voluntarily provide, such as feedback or responses to surveys.
-

2. How We Use Donor Information

- 2.1. To Process Donations: Ensuring your donation is processed securely and acknowledged promptly.
 - 2.2. To Communicate: Providing updates on our activities, events, and fundraising campaigns, in line with your preferences.
 - 2.3. To Maintain Records: Keeping accurate records of donations for legal, accounting, and auditing purposes.
 - 2.4. To Comply with Legal Obligations: Meeting requirements under charity and financial regulations.
 - 2.5. To Improve Services: Understanding donor preferences to enhance our fundraising and outreach efforts.
-

3. Data Sharing



3.1. We do not sell, rent, or trade donor information with third parties.

3.2. We may share your data with trusted service providers, such as payment processors, for specific purposes related to donations. These providers are bound by strict confidentiality agreements and must comply with UK data protection laws.

3.3. In compliance with legal obligations, we may disclose donor information to regulatory bodies such as the Charity Commission or HM Revenue & Customs (HMRC) if required.

4. Data Security

We take the security of your data seriously and implement appropriate measures to protect it against unauthorised access, loss, or misuse. This includes:

4.1. Secure servers and encrypted systems for storing data.

4.2. Restricted access to donor information, limited to authorised personnel.

4.3. Regular monitoring and updates of our data protection practices.

5. Donor Rights

Under the UK GDPR, donors have the following rights:

5.1. Right to Access: Request a copy of the personal data we hold about you.

5.2. Right to Rectification: Request corrections to any inaccurate or incomplete data.

5.3. Right to Erasure: Request the deletion of your personal data, subject to legal obligations.

5.4. Right to Restrict Processing: Limit how we use your data in certain circumstances.

5.5. Right to Data Portability: Receive your data in a portable format.

5.6. Right to Object: Opt out of certain data uses, such as direct marketing.

5.7. Right to Withdraw Consent: Withdraw consent for data processing where consent is the legal basis.

To exercise these rights, please contact us using the details provided below.

6. Data Retention



We retain donor data only for as long as necessary to fulfil the purposes outlined in this policy or as required by law. Donation records are retained for a minimum of six years to comply with HMRC regulations.

7. Communication Preferences

Donors can update their communication preferences or opt out of receiving communications at any time by contacting us using the details below or by following the unsubscribe instructions in our emails.

8. Updates to This Policy

We may update this Donor Privacy Policy periodically to reflect changes in legislation or our practices. Updates will be published on our website, and significant changes will be communicated directly to donors where appropriate.

9. Contact Us If you have questions or concerns about this policy or how your data is handled, please contact us:

Borneo Nature Foundation International
Tremough Innovation Centre, Penryn, Cornwall, TR10 9TA
admin@borneonature.org
+44 (0)1326-567406

If you are not satisfied with our response, you have the right to lodge a complaint with the Information Commissioner's Office (ICO) at www.ico.org.uk.

Approval and Adoption This Donor Privacy Policy was approved and adopted by Aurelie Nollet, Operations Director, Borneo Nature Foundation International on 10th of January 2025.