

## **BIA PRIVACY POLICY and DISCLAIMER**

### **Summary:**

If you haven't got the time to read the full text, this summary gives you the gist of it. By using this website and subscribing or passing on personal information, you agree to our privacy policy.

*---The information on our website and the records we keep are specifically linked to our organization and its goals. BIA is committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable procedures to safeguard and secure the information we collect online. We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required to do so by law or for reasons that have to do with accountancy, hosting, mailing, back-ups or tax refunds. If you have agreed to receiving our e-newsletter or e-mails, we will provide an easy way of indicating that you no longer want to receive this or to ask for more information. You have the right to have your personal information checked, corrected or removed as stated by the law protecting information privacy. ---*

### **Privacy policy**

You put your faith in our organization: BIA ('Born in Africa' vzw, Robert Dalechamplaan 4, 1200 Brussels). It is therefore our responsibility to protect your privacy. We aim to do this with the same maximal degree of transparency that BIA shows in its books. The information on our website and the records we keep on our website [www.borninafrica.org](http://www.borninafrica.org) are specifically linked to our organization and its goals. To reach these goals, BIA raises funds worldwide and organizes events and sends out newsletters and e-mails to members and prospects. Despite its limited resources, BIA will do what is necessary to safeguard and secure the information we collect and protect it against loss, unauthorized disclosure or commercial use.

This privacy policy follows the GDPR guidelines. 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, which you agree to when using the website.

### **Collection and processing of personal information**

The information found on our website, in our newsletter and in other publications is specifically linked to BIA and the work we do. We gather certain information in order to efficiently manage our member administration. BIA cannot be held responsible or accountable for the information you provide voluntarily through the website or other media.

Via the forms (for godparents, volunteers, sponsors...), whether the online version on the website or the paper version, we will explicitly ask you for permission to collect the personal information provided by you, and to use them to enhance and maintain our mutual involvement.

We may collect your name, address, telephone number, e-mail address, and when necessary payment terms. Godparents will also be asked to share certain preferences concerning their

future godchild. As a godparent you will receive periodical letters from South-Africa with personal and confidential information about your godchild. In South-Africa further arrangements have been made by those concerned on use by BIA SA of this personal information. Log files on godchildren are managed by the team in South-Africa – these are accessible only by them. The completed form for godparents will be kept offline by the BIA-administration.

BIA also keeps a list of potential future godparents or sponsors. This information is provided personally and with full consent of those concerned for that specific purpose during a visit to the organization in South-Africa or at a Born in Africa-activity. These lists will be kept as proof. If because of this an electronic newsletter or other e-mail is sent to you, we will provide an easy way of indicating that you no longer want to receive this or to ask for more information.

Although visitors of all ages can navigate our website, we will never willingly collect personal information of minors.

### **Securing and safeguarding personal information**

Management of the member administration has its own software program, which is accessible only for hosts with an individual password, and which is hosted on servers with automatic back-up as required by EU law. The mail server and log files too are hosted on servers that are in accordance with GDPR requirements. The website content is managed by BIA South-Africa on a server there and only contains personal information needed for illustration of BIA operations and promotion.

Our accountancy is done by an external firm that can only use information it can obtain from banks. Payment history is recorded via the member administration in order to comply with administrative demands by tax authorities regarding the attribution of tax refunds.

As you can see, we will not sell, distribute or lease your personal information to third parties unless we have your permission or are required to do so by law or for reasons that have to do with accountancy, hosting, mailing, back-ups or tax refunds. Every form of analysis or datamining for commercial purposes is also ruled out.

### **Data collection and analysis**

We are keen to learn which of our activities you are interested in. For this reason we collect information (via e.g. Google Analytics), such as pages you visit on our website, the IP-address of your computer, the browser you use, whether or not you consult our website on a mobile device... This helps us analyze 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. We do not use this information to identify users.

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 analyze web traffic. The web

application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences. This helps us analyze data about webpage traffic and improve our website in order to tailor it to customer needs. Again: 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. If you decline, this may prevent you from taking full advantage of the website.

Also, in an e-mail or webpage, beacons are used to keep track of which pages and e-mails are opened. These data can never be used for purposes other than BIA-related information.

The website does not contain interactive online forms or payment methods.

### **Controlling your personal information**

Law provides that you may request to view your personal information, correct it or have it removed. To this end, you send BIA a written request (e.g. via [info@borninafrica.org](mailto:info@borninafrica.org)). If you are not pleased with the way in which we process your information you can file a complaint with the Privacy Commission in Belgium.

### **DISCLAIMER**

This website is BIA property. We go to great lengths to make sure that the information provided is complete, accurate and up to date. Despite our efforts it may occur that inaccuracies are found. However, we cannot be held responsible for direct or indirect damage due to the use of information on this website. The appearance of logos, company names, imagery etc. is under protection of the intellectual rights of the entitled party. 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.

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