

International NGO Safety Organisation (INSO) Privacy Policy

09.02.2022

The International NGO Safety Organisation (“We”) is committed to protecting the privacy of the information you share with us when you access and use our websites, products, events, and services.

This policy (together with our terms & conditions, and any other documents referred to on it) describes how we collect, use and share the personally identifiable information you provide to us when you register with us or request from us to receive services.

We have updated our privacy policy according to the new EU General Data Protection Regulation (GDPR)¹. We have added more details on the way we use your data and rights.

The GDPR is intended to make sure that organisations are not gathering excessive data on EU citizens and that they are not gathering it for one purpose and then using it for another or transferring it to another organisation. It is also intended to give EU citizens more visibility and rights over the information that is held and the ability to view, amend and delete it at any time. While the GDPR only relates to EU citizens, we believe it is an important opportunity to update you all on how & why INSO handles personal information.

Please read the following carefully to understand our views and practices regarding your personal data and how we will use it.

This privacy notice is provided in a layered format so that you can view the specific areas laid out below.

1. Information we may collect from you
2. Access and storage
3. Links to other websites
4. Disclosure of your information
5. Where we store your personal data
6. Your rights
7. Right to Erasure
8. Access to information
9. Changes to our privacy policy
10. Information Security
11. Contact

1. Information we may collect from you

We collect personal data through the use of our website in two ways: data you directly provide to us, and data generated by your activity on the website.

Data you directly provide

You can choose to provide us personal data in the context of surveys, registrations, and contact requests. This data enables us to provide the services you have requested. For example:

- When participating in a survey. You are invited to answer questions about your work and the purpose of visiting our website.
- When applying for registration as INSO partner, you are requested to complete a pre-screening questionnaire and fill in a form with your name, email, the organisation you work for and your title.
- If you wish to contact INSO through the available web form, you are asked to provide your name and email.

Data generated by your activity

To ensure the effective functioning and security of our website and to better understand visitor behavioural patterns, as you browse our website we automatically recognise, collect and store:

- Log information such as the pages you visit, the time/date and duration of your visit as well as your internet protocol (IP) address.
- Device and software information such as the type of browser and operating system (if provided by the browser), the URL of the referring page (if provided by the browser), the page or file requested.

This information is collected through the use of various technologies, including cookies which are small text files stored in your browser.

2. Access and storage

We will use this information: In general, access to your personal data is limited to appropriate staff within INSO. In some circumstances we make your data available outside INSO (or you provide some of your data directly to a third party), such as for:

- Sending emails to you if you have submitted a form. For this, we provide only your email address to SendGrid, Inc.
- Analytics: We use Google Analytics to help us understand visitor behaviour by allowing the service access to the data generated by your activity and store it using cookies. This data is produced in an anonymous way and does not identify any individual visitors.

We encourage you to review the relevant third-party privacy policies when visiting their websites.

3. Links to other websites

Where we provide links to websites of other organisations or entities, this privacy policy does not cover how they process personal data. For example, we link to our profiles on a number of social media platforms such as Twitter, linkedin, youtube and Facebook. We encourage you to read the privacy notices of any other websites you visit.

4. Disclosure of your information

We may share your personal information with any employee of our organisation.

We may disclose your personal information to third parties, if we are under a duty to disclose or share your personal data to comply with any legal obligation; or to protect the rights, property, or safety of INSO, our members, or others.

5. Where we store your personal data

All data will be collected and held using cloud services located within the European Union and the European Economic Area or other territory complying with the legal and technical guidelines laid down for handling data by the European Union and will only be used for the specific purpose for which it was intended and to which you consented. It will not be used for any other purpose whatsoever. Any personal data we hold on you will be deleted or updated upon request and any inaccurate or misleading data held will be changed or deleted upon your request.

All information you provide to us is stored on our secure cloud servers. All Sites operated by INSO are protected with SSL encryption technology. Where we have given you (or where you have chosen) a password which enables you to access the member areas of the Site, you are responsible for keeping this password confidential. We ask you not to share a password with anyone.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to the Site; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

Your details are securely stored on our system and in our database. By providing personal details during your registration you are consenting to the use of those details for the purposes of identifying you as a unique user.

6. Your rights

The Site may, from time to time, contain links to and from the websites of our partner networks. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

You may opt-out of our email lists by following the directions at the bottom of our emails. Please note that INSO has several lists and products and we allow you to opt-out selectively. To remove a specific email address from all INSO communications, you may send a request to info@ngosafety.org. If you wish to remove your email address only from a specific list or service, please use the opt-out mechanism provided in emails you receive from such a list or service.

If you believe the information we have about you needs to be updated, please contact us so we can keep your information accurate. Any data that is no longer needed for the purposes specified in 'Information we collect about you' will be deleted. If at any point you wish for INSO to delete information about you, you can contact us at info@ngosafety.org.

7. Right to erasure

You have the right to have your personal data deleted and no longer processed where the personal data is no longer necessary in relation to the purposes for which they are collected or otherwise processed. Should you wish to exercise this right, you may send a request to info@ngosafety.org. Your request will be processed within 72 hours.

8. Access to information

The GDPR gives you the right to access information held about you. You have the right to request access to the information we have about you. Simply contact us at info@ngosafety.org and we will make sure to provide you with a copy of the data we've processed about you. To comply with your request, we may ask you to verify your identity. Then we will fulfil your request by sending your copy electronically unless the request expressly specifies a different method.

Time limit to respond: We try to respond to all legitimate requests within 72 hours. Occasionally it may take us longer than 72 hours if your request is particularly complex or if you have made several requests. In this case we will notify you and keep you updated.

9. Changes to our privacy policy

We may change our privacy policy at any time, and such changes may take immediate effect. Any changes we may make to our privacy policy in the future will be posted on this page and, where appropriate, notified to you by e-mail. Please check back frequently to see any updates or changes to our privacy policy.

10. Information security

We use a variety of technical, physical, and administrative security measures to secure the confidentiality of your personal information and to protect it from loss, misuse, alteration, and destruction. However, due to the design of the internet and other factors outside our control, we cannot guarantee that communications between you and our servers will be free from unauthorized access by third parties or by government agencies. You remain responsible for protecting your user name and passwords and for the security of information in transit to us over the internet.

11. Contact

If you have any questions, comments, or requests regarding this policy or our processing of your information, please contact info@ngosafety.org, or write us at:

Stichting International NGO Safety Organisation,
Grote Marktstraat 43-C,
2511 BH, 's-Gravenhage,
Netherlands,