

# PROJECT APPLICATION'S PRIVACY POLICY



**Your privacy is important to the European Outdoor Conservation Association (EOCA). This policy covers what we collect and how we use, disclose, transfer, and store your information.**

**If you have any queries regarding this Privacy Policy, please contact us on [info@eocaconservation.org](mailto:info@eocaconservation.org)**

## **What information do we collect?**

When you apply to EOCA for funding, the information we collect from you – as supplied by you in our application form – may include, but is not limited to:

- Main contact name, telephone number, mobile number and/or email address.
- Your organisation's financial information which you give to us, such as its annual budget, its bank details (should you receive funding from EOCA).
- Records of your application history and correspondence with us.
- Images, photographs, videos etc. which you have provided to us.
- Other details relevant to your application for funding with us, such as previous and ongoing conservation work.

## **What do we use your information for?**

Any of the information we collect from you may be used for one or more of the following purposes:

- To assess your application.
- To support your project (if you receive funding from EOCA).
- To update you with funding opportunities with EOCA and/or its members.
- To discuss support of your project and use of any images, photographs, or videos in marketing or promotional materials, or on EOCA's website.
- Carry out any contractual obligations between you and us.

# PROJECT APPLICATION'S PRIVACY POLICY



## **What about on our website?**

If your application is successfully shortlisted, your organisation's details will be on our website, and may be on some EOCA Members' websites, during our Public and Members' votes for funding projects, including your organisation's logo, and a photograph detailing your project. No personal (employee) information will be detailed. EOCA will confirm with you what will be shown on the website, prior to this being made public.

If your organisation successfully receives funding from EOCA, it will have an individual page on EOCA's website. Again, no personal (employee) information will be detailed. The page will display your organisation's logo, the project's details, including photos, aims and outcomes. The page will be permanent on EOCA's website, unless EOCA decides to remove it. EOCA will contact you regarding any updates made to this page.

## **Do we disclose any information to third parties?**

EOCA does not sell, trade, or otherwise transfer to third parties any personally identifiable information for the purposes of marketing.

EOCA's Members may use your organisation's project data during the Public and Members' votes (logo, photos, text, etc.) which EOCA holds as part of the selection process. In addition, Members may use your organisation's data if they decide to fundraise for your project, to fundraise for, or to promote EOCA, or to consider direct project funding by the member organisation itself. But, EOCA will never release personal (employee) data (such as emails) to an EOCA Member unless prior authorisation is given.

# PROJECT APPLICATION'S PRIVACY POLICY



## **Do we disclose any information to third parties?**

Trusted third parties or subcontractors who assist us in the running of EOCA may have access to personally identifiable information on a need-to-know basis and will be contractually obliged to keep your information confidential.

We will not disclose any of your personal data except in accordance with this policy, or when we have your permission, or under special circumstances, such as when we believe in good faith that the law requires it, or to protect the rights, property, and safety of EOCA, or others. This includes disclosing your details if required to the police, regulatory bodies, or legal advisers.

## **Where do we store the information?**

EOCA takes the care of your data seriously and undertakes to protect your personal information in a number of ways, including:

- Working as much as possible with a paperless administration.
- Ensuring the physical security of our office and storage of any paper documents.
- Ensuring the physical and digital security of our equipment, devices and systems by adopting, where appropriate, password protection, encryption, and access restrictions.

Despite these measures, please remember that no method of transmission over the Internet or method of electronic storage is 100% secure. While we strive to use commercially acceptable means to protect your Personal Data, we cannot guarantee its absolute security.

# PROJECT APPLICATION'S PRIVACY POLICY



## **How long will you keep my information for?**

If your application is not successful, we will keep your information for 5 years. If you receive funding from EOCA we may keep your information indefinitely.

## **How can I check, amend, or request the information you hold about me?**

You can request the details of the personal information we hold about you by contacting us directly. Please see our contact details below.

## **Changes to our Privacy Policy**

If we decide to change our Conservation Project Application's Privacy Policy, we will post those changes on this page and/or update the Privacy Policy modification date below.

This Privacy Policy was last modified on 29th November 2023.

To contact us, please use the following details below:

**[info@eocaconservation.org](mailto:info@eocaconservation.org)**

**EOCA**

Postfach 7142

Gartenstrasse 2

CH-6302 Zug

Switzerland

**Tel: +44 (0) 1539 727255**