## Link to Progress' privacy statement

Link to Progress is located in Kampala, Uganda and is responsible for processing personal data as stated in this privacy statement.

This Policy may change from time to time, so check the Policy periodically for the most current version. If you have any questions about the meaning or interpretation of this Policy, the English-language version of this Policy is the official text.

We will treat your personal data carefully and according to the General Data Protection Regulation (GDPR).

#### **Contact information**

Link to Progress Plot 57, Lake Drive, Luzira PO Box 71881 Kampala, Uganga. Tel +256 0772-222016

Website: https://linktoprogress.org E-mail: info@linktoprogress.org

### Your personal data

Link to Progress is processing your personal data because you use our services and/or you provided these data. Next you will find an overview of the processed personal data:

- First and last name
- Name of your organization
- Phone number
- E-mail address
- Other personal data which you have actively provided on this website, by correspondence and by phone.

## The purpose and ground of processing personal data

Link to Progress processes your personal data for the following reasons:

- To call or e-mail you if necessary, to judge your application.
- To answer your questions.
- Link to Progress also processes personal data if a legal obligation exists.
- Ton send progress reports to people and organisations who provide funding to Link to Progress.
- To share developments about Link to Progress and the projects it is undertaking.

#### **Automatized decision-making**

Link to Progress does not take decisions based on automatized processing on matters that can have (serious) consequences for persons. This concerns decisions made by computer programs or systems without any involvement of a member of the staff of Link to Progress.

## How long we preserve your personal data

Link to Progress preserves your personal data no longer than absolutely necessary. If the data is purely administrative (p.a. as needed for the Tax Authorities) the legal retention period applies. Other data will be deleted if these are no longer functional.

# Sharing personal data with third parties

Link to Progress only shares personal data as per our privacy statement or if we are legally obliged.

#### Cookies

Link to Progress only uses technical and functional cookies. A cookie is a small text file that will be saved on your computer, tablet of smartphone at your first visit. The used cookies are necessary for the correct functioning of the website and for your convenience. (P.a. your preferences). They are also useful for optimizing the website.

Analytic cookies of Google Analytics are not used.

You can unsubscribe for these cookies and preventing them to be saved by changing the setting of your internet browser. It is also possible to delete all saved data by using the internet browser settings.

### Viewing, adapting or deleting your data

You have the right to view, adapt or delete your personal data. You also have the right to withdraw your permission of processing your personal data or object to the processing of your personal data by Link to Progress and you have the right to data portability. This means you can propose a request to send your data to you or another organization selected by you.

All the above mentioned rights and requests can be effected by sending an e-mail to info@linktoprogress.org.

To be sure that these requests are made by you, please attach a copy of your identity card. On this copy we advise you to include your passport number, the photo, the MRZ (machine readable zone) and other identity numbers unreadable. This is for protecting your privacy. You will receive a reply a.s.a.p., or at least within one week.

### How we protect your personal data

Link to Progress takes the protection of your data seriously and takes appropriate measures to prevent misuse, loss, unqualified entrance, unwished publication and not allowed adaption. If you are under the impression that your data is not safe enough or if you have proof of misuse, please contact us by info@linktoprogress.org.

**To view and correct your personal data – the right to be forgotten** You have the right to view and correct your personal data. You also have the right to withdraw your permission for data processing or object to the processing of your personal data by Link to Progress. Finally you have "the

right to be forgotten". This means we have to delete all your data, unless this contravenes with the law.

### **Data portability**

Viewing, adapting or deleting your data.

You have the right to view, adapt or to delete your personal data. You also have the right to withdraw your permission of processing your personal data or object to the processing of your personal data by Link to Progress and you have the right to data portability. This means you can propose a request to send your data to you or another organization selected by you.

All the above mentioned rights and requests can be effected by sending an e-mail to <a href="mailto:info@linktoprogress.org">info@linktoprogress.org</a>.

### Children under the Age of 16

Our Website is not intended for children under 16 years. We do not knowingly collect personal data from children under 16 without parental consent. No one under age 16 may provide any personal data to or on our Website. If you are under 16, do not:

- Use or provide any personal data on our Website or on or through any of its features
- Register on our Website, make any purchases through our Website
- Use any of the interactive or public comment features of our Website, or
- Provide any personal data about yourself to us, including your name, address, telephone number, email address, or any screen name or user name you may use.

If we learn we have collected or received personal data from a child under 16 without verification of parental consent, we will delete that personal data. If you believe we might have any personal data from or about a child under 16, please contact us at <a href="mailto:info@linktoprogress.org">info@linktoprogress.org</a>.

#### **Data Security**

We have implemented technical and operational measures designed to secure your personal data from accidental loss and from unauthorized access, use, alteration, and disclosure.

The safety and security of your personal data also depends on you. Where we have given you (or where you have chosen) a password for access to certain parts of our Website, you are responsible for keeping this password confidential. Passwords registered with our Website are encrypted to ensure protection against unauthorized access to your personal data. Unfortunately, the transmission of personal data via the internet is not completely secure. Although we do our best to protect your personal data, we cannot guarantee the security of your personal data transmitted to our Website or over any public network. Any transmission of personal data is at your own risk. Without prejudice to any mandatory legal obligations to which we may be subject, we are not responsible for circumvention of any privacy settings or security measures on our Website.

# **Changes to Our Privacy Policy**

Link to Progress may change, add, modify or remove portions of this Policy at any time, which shall become effective immediately upon posting on this page. The date the Policy was last revised is identified at the bottom of the policy. It is your responsibility to review this Policy for any changes. By continuing to use our Website, or participate in our programs, you agree to any changes in the Policy.

Last modified: 15th June 2020.